



CHARTER  
OF  
DEVELOPMENT COMMITTEE  
OF  
THE MAYO CLINIC BOARD OF TRUSTEES

APPROVED BY THE Development and Campaign COMMITTEE: November 12, 2015

APPROVED BY THE BOARD OF TRUSTEES: November 13, 2015

APPROVED BY THE BOARD OF TRUSTEES: February 19, 2016

APPROVED BY THE BOARD OF TRUSTEES: February 17, 2017

## **ROLE**

The role of the Development Committee is to advise and report to the Board of Trustees on matters related to the Development activities conducted on behalf of Mayo Clinic.

## **MEMBERSHIP**

The Membership of the Development Committee shall be comprised of at least four Public Trustees appointed annually by the full Board of Trustees upon the recommendation of the Chair of the Board of Trustees. The Committee will consist of no fewer than 9 members, at least 4 of whom shall be public trustees and at least 5 of whom shall be internal trustees.

## **OPERATIONS**

The Development Committee shall meet at least four times per year. Additional meetings may occur as the Chair deems advisable. The Secretary of the Development Committee (the Chair of the Department of Development will act as Secretary) shall keep adequate minutes of all of the proceedings of the committee. Committee members will be furnished with copies of the minutes of each meeting. The Chair of the Development Committee or the designee of the Chair will report its actions to the next meeting of the Board of Trustees. The Development Committee is governed by the same rules regarding meetings, action without meetings, notice, waiver of notice, and quorum and voting requirements as are applicable to the Board of Trustees. The Development Committee is authorized and empowered to adopt its own rules of procedure not inconsistent with a) any provision of this Charter, b) any provision of the Bylaws of Mayo Clinic as they may be amended from time to time, or c) the laws of the State of Minnesota.

## **AUTHORITY**

The Development Committee shall have the resources and authority necessary to discharge its Responsibilities including the authority to retain outside counsel or other experts or consultants as it deems appropriate.

## **RESPONSIBILITIES**

The principal responsibilities and functions of the Development Committee are as follows:

1. Provide feedback regarding metrics and performance of the Department of Development.
2. Inform the Board of Trustees about priorities for current fundraising and appropriately engage Trustees as participants in fundraising activities, including personal giving.

3. Facilitate communication of information on Science and Practice Innovation at Mayo Clinic to the Board of Trustees.
4. Become actively involved, serve as ambassadors for Mayo Clinic, and collaborate with Development professionals to maximize philanthropic potential of Mayo Clinic.
5. Periodically make recommendations to the Nominating Committee regarding high-potential individuals who the Nominating Committee may consider as future Public Trustees.
6. Periodically make recommendations to the Governance Committee regarding the contents of the Trustee Orientation Information Binder and Public Trustee Orientation process.
7. Obtain the advice of outside consultants to advise the Committee on matters within the scope of its Charter as needed.
8. Adopt such policies and procedures as the Committee deems appropriate to fulfill its purposes and responsibilities under this Charter.
9. Annually review and, as appropriate, recommend to the Board of Trustees approval of changes to the Committee Charter.
10. Guide the strategic process for developing a case for support and determination for the readiness of a comprehensive campaign.
11. Guide the strategic direction of the campaign and provide guidance to the campaign chair and campaign leadership councils.