



## Capital Campaign Committee Charter

The purpose of the Capital Campaign Committee is to research, plan, and execute a successful Capital Campaign. The financial goal of the Capital Campaign shall be determined by the Board of Directors.

The Committee will meet as needed with the Chair being ultimately responsible for scheduling the meetings and reporting to the Board of Directors. The Chair shall be appointed by the Board. The membership of the Committee shall be no more than 7 people with at least two Board Members.

The Capital Campaign Committee shall charge and oversee teams in support of the Campaign, including a Call Team (12-15), Communications & Marketing Team (2-4), Closing Team (3-5), and Administrative Support Team (3-5). The numbers of each Team are suggestions.

The Committee will make recommendations to the Board (prior to the launch of a campaign) including:

- Capital campaign structure
- Terms, minimum investment, average investment, number of investors required, etc.
- Timeline (overall timeline including training & communication)
- Budget
- Legal documents
- Marketing material content
- Communication content
- Data management/tracking system

The Committee will be responsible for overseeing the activities of the Campaign, including:

- Recruiting a volunteer team for all aspects of campaign (about 20-30 people)
- Working with the Communications & Marketing Team to keep goals and updates posted, develop loan/share documents & campaign packet
- Work with the Communications & Marketing Team to establish capital raising alternatives to loans/shares
- Work with the Finance & Legal Committee to develop legal documents

- Manage calling campaigns, team schedules, and call documentation
- Confidential handling of information; NDA is required
- Manage follow up to meet one on one with members who request it
- Manage collection of funds and documents

Limitations: The Committee shall require Board authorization on the campaign goals, final documents, and budget. The Committee shall not require Board authorization for planning, recruiting, scheduling, team appreciation, posting status, document execution, and the collection of funds.

Charter Approved: December 8, 2020