

**International Joint Policy Committee of the Societies of Epidemiology (IJPC-SE)
Development Committee (DC)**

Terms of Reference

1. The **Development Committee (DC)** has the primary responsibility for developing and executing the fundraising strategy for the IJPC-SE. It serves in an advisory capacity to the IJPC-SE's **Executive Committee (EC)**.
2. The DC votes to put forward recommendations to the EC. A simple majority vote carries any recommendation to the EC.
3. The DC's primary purpose is to advance fundraising for the IJPC-SE. Matters pertaining to fundraising strategy and policy thus fall under its ambit. Advice relating to the website's Donor Portal is essential to this end.
4. The DC will function by e-mail. When joint discussion is needed, teleconference meetings will be arranged. The latter is expected to take place no more frequently than 3 – 4 times a year.
5. The DC comprises members of the EC plus any number of **EXPERT ADVISERS TO THE DEVELOPMENT COMMITTEE** whose membership on the DC must be sanctioned by the Board. Along with a Disclosure Statement, each member will be included in the database and under **ABOUT US** on the website as an "**Expert Adviser to the DC.**"

An EXPERT ADVISER TO THE DEVELOPMENT COMMITTEE will be an individual who is willing to actively participate in any matters relating to fundraising for the IJPC-SE, as defined by the EC. Qualifications for the volunteer position include:

- Willingness to engage in the development and execution of a fundraising strategy, and meet expectations as defined by the EC;
- Practical experience in fundraising for similar organizations;
- Access to appropriate sources of funding (e.g. philanthropic foundations with a public health focus, and other organizations whose mission is consistent with the promotion and protection of public health);
- Web-based expertise for fundraising; and
- Practical knowledge of strategy and policy matters relating to Not-For-Profit fundraising in support of the mission of the IJPC-SE.

All classes of expertise and others committed to helping with fundraising will be considered for expanding membership in the DC.

6. Approved Expert Advisers to the DC may include this voluntary role on their CV/resume.
7. The term of service for Expert Advisers to the DC runs for one calendar year and must be renewed by majority vote of the EC annually. If an Adviser is largely absent from engaging in email discussions and document reviews, and/or if they miss two consecutive teleconferences, the Board may review and possibly revoke their status.
8. Expert Advisers to the DC who directly or indirectly help to raise the two largest amounts of funds annually will be formally recognized with a certificate of honor by the IJPC-SE Board. Such recognition will be reflected on the website with the Expert Adviser's prior approval.