

NGO COMMITTEE ON AGEING (NY)

DEVELOPMENT SUB-COMMITTEE

Terms of Reference

I. Goal

The goal of the Development Sub-Committee is to raise funds to support the work of the NGO Committee on Ageing and its Sub-Committees.

II. Chair's duties

The Chair of the Development Sub-Committee will be responsible for:

1. Convening meetings of its members, confirming responsibilities and supervising their work;
2. Preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval; and
3. Preparing the relevant progress and annual reports on its work for submission to the Executive Committee.

4. Responsibilities and activities

The Sub-Committee's responsibilities and activities include:

1. Developing and maintaining a list of prospective donors to be contacted
2. Preparing project proposals, in collaboration with other Subcommittees, for solicitation of funds, to be approved by the Executive Committee;
3. Preparing solicitation letters for signature by the Chair of the CoA;
4. Organizing fundraising events;
5. Providing relevant information for inclusion on the NGO CoA website.

5. Membership

The Sub-Committee members shall include a Chair, other members of NGOs who are members of the NGO Committee on Ageing, as well as interns.