

SSR Development Committee: Standard Operating Procedures **Updated: 04/15/2024**

SSR Bylaws, Article XI: Section 4 (i): A Development Committee composed of five or more Members of the Society shall raise funds that will be used to support the Society's purposes as stated in Article II.

Bylaws Article II: The purposes of this Society are to promote the study of reproduction by fostering interdisciplinary communication within the science, by holding conferences, and by publication of meritorious studies or by any other means deemed appropriate.

Responsibilities and Goals:

1. Raise funds to support SSR annual meeting, endowment, and education programs.
2. Work with the President, Board of Directors and SSR Business Office.
3. Coordinate fundraising efforts with the Program and other SSR Committees.

Leadership and Liaisons

- Chair (regular member of SSR, selected by the SSR President Elect; serves 1 year).
- Vice-Chair (regular member of SSR, selected by the SSR President Elect; serves 1 year).
- Past Chair (remains on Steering Committee for 1 year to facilitate transition).
- Board Liaison (selected by the SSR President Elect)
- 5-10 Committee members (regular and associate members; serves for three years, with 1/3 of the members cycling out each year; selected by the SSR President Elect and Development Committee).
- SSR Business Office Liaison – srsponsor@ssr.org

Duties of the Committee

The Development Committee and its subcommittees, serves to raise funds that support and sustain educational programs and the Annual Meeting of the SSR. It has flexibility to establish specialized subcommittees and task forces as needed, including but not limited to Endowment, Annual Meeting, Special Symposia/Workshop, and Industrial Relations (AMIR) subcommittees, typically composed of 5-10 Regular and Associate Members and a Chair. The Chairs of the subcommittees are members of the Development Committee. Committee members work closely with SSR Business Office. The Development Committee coordinates its fundraising efforts with other SSR committees, the SSR Board of Directors and Society President.

Duties of the Committees

1. **SSR Endowment**
 - The Development Committee raises funds to build the Endowment so that its income may enhance the Society's Annual Meeting as a broad forum for reproductive biology, support plenary lectures, symposia, and other elements of the annual meeting; and provide for the long-term financial health and stability of the SSR. The SSR Endowment Fund has a funding target of 1 million and its growth depends primarily on direct appeals to Members of the Society for donations and requests.
2. **Annual Meeting and Sponsorship**
 - The Development Committee fundraising occurs on a calendar basis, starting in July and completing fundraising efforts shortly before the Annual Meeting the following July. Through established links with industry, research/educational foundations, scientific societies, and government agencies, and by continually seeking new relationships, the Development Committee raises funds for the general program as well as for specific symposia and lectures at the annual meeting. The Chair of the Committee allocates responsibilities to subcommittee members for contacting targeted organizations, according to the background of the member,

with input from the SSR Business Office. Because personal contacts in the industry change and industrial priorities evolve, relationships with committee members are dynamic and generally require follow-up after initial appeal letters have been sent. The committee also works to encourage companies to exhibit at the annual meeting. After the committee receives a commitment from a donor, sponsor, foundation, exhibitor, etc., the Business Office follows through with final arrangements for transfer of funds and meeting the conditions of the donation.

3. Other SSR Fund Raising Activities, as requested

- Applications to the NIH, USDA, Burroughs Wellcome and Lalor Foundation are prepared by the President and Business Office. Additional grant applications that might occur require prior Board approval and are to be submitted through the Business Office. An appeal for donations is included in the SSR Annual Report, and opportunities to donate to SSR are listed on the Membership Renewal form. Special appeals to Members for donations by email, surface mail, SSR web site, or SSREPRO require prior approval by the President.

Development Committee Operation: The committee and subcommittees normally meet through a virtual conference call once a month, or as necessary. Arrangements are made by the SSR Business Office, and the SSR President and Executive Director are in attendance when available. The Development Committee provides annual written reports to the SSR Board of Directors in January and publicizes its activities and appeals through the SSR Newsletter.

Schedule:

JULY-SEPTEMBER

- BOD:** Write a report for Board of Directors – Chair, Vice-chair.
- Annual Meeting (AM):** Meet with Program Committee to discuss themes, modules, and pre-meeting sessions to devise strategy for targeted asks.
- AM:** Meet with Local Arrangement Committee to recruit efforts/names for targeted asks.
- AM:** Add members to Development Committee from conference site.
- AM:** Meet with Executive Committee to determine specific area for targeted asks, for example Gates Grants.
- Other Fundraising (OF):** Develop strategy to determine need for Endowment, Special Symposia/Workshop, and Industrial Relations (AMIR) subcommittees.

SEPTEMBER-NOVEMBER

- OF:** Meet with Treasurer and SSR Business Office about campaign to support SSR endowment and legacy giving, as requested.
- OF:** Meet with other SSR Committees about campaign to support SSR education, as requested.
- AM:** Obtain preliminary program highlights from Program Committee.
- AM/OF:** Develop letter for specific asks – Annual Meeting and Other Fundraising.
- AM/OF:** Review table of previous asks and contact leads about new asks.
- AM/OF:** Send letters to potential donors.

DECEMBER-JANUARY

- BOD:** Write a report for the Board of Directors
- AM/OF:** Continue to review table of previous asks and contact leads about new asks.
- AM/OF:** Send letters to potential donors.
- AM:** Meet with Local Arrangement Committee to recruit new efforts/names for targeted asks.

FEBRUARY-JUNE

- AM/OF:** Continue to review table of previous asks and contact leads about new asks.
- BOD:** Work with Vice-President about Development Committee members.

*Directors can serve as ex officio members on committees, but Directors should not be members of committees. While they are members of the Board of Directors, they cannot be chairs of committees. Ex officio members and Board Liaisons can participate in all committee communications and discussions, but they cannot vote on committees. Trainee members can serve on committees when invited and participate in all committee communications and discussions. The trainees on the committee can vote.**

**As approved by the SSR Board of Directors at the XXXX Summer Board Meeting.*