

SSR Development Committee: Standard Operating Procedures

Bylaws Article XI, Section 4 (i): Development Committee: 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

Duties of Development Committee: The Development Committee, through its two subcommittees, serves to raise funds that support and sustain educational programs and the Annual Meeting of the SSR. Its two subcommittees, Endowment and Annual Meeting and Industrial Relations (AMIR), are composed of 5-10 Regular and Associate Members and a Chair. The Chairs of the two subcommittees are members of the Development Committee.

Endowment Subcommittee: This subcommittee 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 Endowment Fund has a funding target of \$1M; its growth depends primarily on direct appeals to Members of the Society for donations and bequests. This Subcommittee also is responsible for enriching the Legacy Fund, which was created in 2004 to finance the conversion of back issues of *Biology of Reproduction* to a searchable, electronic format; to make the content available online; and to provide longer-term security for continued publication of the journal.

Annual Meeting and Industrial Relations Subcommittee: The AMIR Subcommittee operates on a calendar basis, starting in September and completing fundraising efforts shortly before the Annual Meeting the following July. Through established links with industry, research/educational foundations, and government agencies, and by continually seeking new relationships, the AMIR Subcommittee raises funds for the general program as well as for specific symposia and lectures at the annual meeting. The Chair of the Subcommittee allocates responsibilities to subcommittee members for contacting targeted organizations, according to the background of the member. Because personal contacts in the industry change and industrial priorities evolve, relationships with subcommittee members are dynamic and generally require follow-up after initial appeal letters have been sent. AMIR also works to encourage companies to exhibit at the annual meeting. After the AMIR Subcommittee 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.

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

Other SSR Fund Raising Activities: Applications to the NIH and USDA are prepared by the President and Business Office, to the Burroughs Wellcome Fund by the Chair of the Minority Affairs Committee and SSR Business Office, and to the Lalor Foundation by the SSR Business Office. Additional grant applications that might occur require prior Board approval and are to be submitted through the Business Office.

Opportunities for donations for the Larry Ewing Trainee Travel Award, the SSR Endowment Fund, and the BOR Legacy Fund are present on the online annual Meeting Registration form. An appeal for donations is included in the year-end President's year-end letter and accompanied by a donation card, 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.

FINAL: 11/10/08

*Directors can serve as ex officio members on committees, but 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 2012 Summer Board Meeting.*