



All Computers Are Brilliant, Inc.
Development Director Policy

Version 1.0

Revision History

Version	Date	Comments
1.0	25 April 2025	Initial version approved by Board

Section 1. Purpose.

The purpose of this policy is to outline the roles and responsibilities of the Development Director appointed by the Board of Directors of the company.

Section 2. Basic duties and responsibilities.

The Development Director holds overall responsibility for the design, development, operations and maintenance of the company's public outreach and fundraising platforms and campaigns. Specific responsibilities include:

- Developing and executing the company's overall fundraising and outreach strategy
- Reporting regularly to the Board on the company's maintenance of public support necessary to retain its public charity status under Section 170(b)(1)(A) (vi) of the U.S. Internal Revenue Code
- Selecting vendors to provide fundraising and outreach platforms
- Partnering with the Treasurer to select and maintain payment processing platforms for donations
- Writing and publishing fundraising appeals and other public relations content
- Maintaining a list of donors, indexed by an anonymizing ID number to protect donor privacy
- Producing and sending year-end tax receipts to donors
- Producing and sending one-off contemporaneous tax receipts to donors who make a single donation of 250 USD or more

Section 3. Limited financial authority.

The Development Director may commit the company to one-time expenditures of up to 50 USD without further approval, for the purposes of investigating new vendors, developing experimental new campaigns, and similar activities.

The Development Director has the authority to commit the company to one-time expenditures of up to 250 USD, for the purposes described above, with the written approval of the Treasurer.

In the event the Treasurer is serving as Development Director, they may commit the company to one-time expenditures of up to 250 USD without further approval.

Section 4. Actions requiring approval by the Board of Directors.

The Development Director must obtain the approval of the Board of Directors, either at a scheduled meeting or via written consent of the Board per Article V, Section 14 of the company bylaws, for the following actions:

- Committing the company to a one-time expenditure of over 250 USD
- Committing the company to any new ongoing expenditure
- Publishing new campaign language, or otherwise making public statements on behalf of the company, using language not already specifically approved by the Board

Section 5. Development Staff

The Development Director may appoint Development Staff, and grant them privileges necessary to assist with the company's development and outreach efforts, subject to the following limitations:

- Development Staff may not receive any monetary compensation without the approval of the Board of Directors. With the Board's approval, Development Staff may be reimbursed for expenses incurred on behalf of the company.
- Development Staff must be over age 18, or the age of majority in their country of residence, whichever is greater, and legally capable of signing contracts.
- The Development Director is responsible for adequately supervising the Development Staff and is ultimately accountable for their actions.
- Development Staff must not be given access to the company's ledgers, accounts, donation records, or other non-public financial information under any circumstances.
- If a member of Development Staff will perform a task that requires them to have access to the personally identifiable information of donors (see User Data Disclosure Policy for definition), they must have a signed non-disclosure agreement on file with the company before being given this access.