Chapter Position Descriptions
Board of Directors and Committee Chairs

Chapter Leadership

**President** - The President shall be the chief elected officer of the chapter, presides at all meetings of the chapter and act an ex-officio member of all committees. As the chapter’s chief elected officer, the President shall be responsible for all chapter business. The Chapter President shall ensure that decisions, orders and resolutions of the Board of Directors are delegated/carried out and that all required correspondence and reports are transmitted to AFP International Headquarters on a timely basis. The President may approve check requests, acts as a signatory on checks and call special meetings as necessary. The President shall review the chapter’s bylaws and see to the proper application of the bylaws in all chapter business and to the enforcement of the bylaws when necessary, also ensuring that Chapter Accord requirements are completed. The President shall attend AFP’s Leadership Conference and International Conference during their 2-year term, to represent the chapter and act as our chapter vote, when necessary. President shall turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

**President-elect** - The President-elect shall have authority as and assume the full duties of the President in case of his/her absence. The President-elect shall, in most cases, succeed the President in the leadership track. The President-elect shall become acquainted with all the duties of the President and other officers, become familiar with the chapter’s bylaws and operating procedures, chair at least one committee, become familiar with duties of all committees and perform duties as assigned by the President. The President-elect shall attend AFP’s Leadership Conference the fall prior to taking office and shall also host a chapter gathering at AFP International Conference. The President-elect shall turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

**Secretary** - The Secretary oversees the preparation and distribution of accurate minutes of all meetings of the chapter and Board of Directors by the Chapter Administrator. The Secretary prepares correspondence at the direction of the President and/or Board of Directors.

**Treasurer** - The Treasurer shall be the fiscal officer for the chapter and is legally responsible for all funds, as outlined in the Chapter Bylaws. The Treasurer prepares and files with appropriate agencies all reports required to maintain the active status of the chapter’s corporation and provide proof of corporate status to IHQ as part of the annual Accord process.

**Immediate Past President** – The Immediate Past President provides guidance and resources for the current President. The Immediate Past President maintains the Board of Directors handbook and hosts at least one board member orientation each year.
**Committee Chairs**

**Be the Cause** – The Be the Cause Chair educates chapter members about the activities of the AFP Foundation for Philanthropy. The Be the Cause Chair conducts the chapter's Be the Cause campaign, including setting the low and high financial goals, ensuring IHQ records accurately reflect giving by chapter members, collecting suggestions for use of funds raised through campaign, communicating to members and providing chapter donor recognition.

**Communications** – The Communications Chair directs the chapter’s efforts in promoting AFP, philanthropy and the fundraising profession to increase public awareness. This individual also works in a number of ways to effectively market chapter events to members, nonmembers, the media and the general public. The Communications Chair is responsible for creating an annual communications calendar, producing a monthly e-newsletter, maintaining the Web site and posting content to social media. The Communications Chair works to ensure consistency in use of logo, chapter name, presentation of chapter mission and goals, etc.

**Diversity** – The Diversity Chair works to implement and monitor the chapter’s diversity and inclusion goals and objectives and to insure that diversity and inclusion is incorporated into all aspects of the chapter’s operations. The Diversity Chair helps develop programs that respond to members’ needs and encourages the involvement of members in promoting diversity within their own organizations within the chapter and their own organizations.

**Education** – The Education Chair works with a committee to prepare and execute a plan for monthly chapter luncheons, schedule AFP educational Webinars, develop programs that respond to the educational needs of chapter members and maintain program records including description, speaker, attendance, evaluation and revenue. The Education Chair schedules one representative to perform check-in at each luncheon, confirms catering order and procures speaker gifts. The Education Chair also oversees larger trainings, such as Fundamentals of Fundraising or CFRE Preparation Course. The Education Chair works with the Planned Giving Forum to host one annual event.

**Government Relations** – The Government Relations Chair is responsible for keeping chapter members informed of important public policy issues related to philanthropy and fundraising. The Government Relations Chair acts as a liaison between our chapter, other AFP chapters and the Government Relations Committee. He/she coordinates local government relations programs with legislative and executive officials and staff, encouraging member involvement in government relations at the local, state and federal levels.

**Membership** - The Membership Chair prepares and executes membership recruitment and retention plans for the chapter, setting achievable chapter goals. The Membership Chair develops a program to welcome new members and encourage their participation in chapter activities, conducting a new-member orientation to engage new members.

**Mentoring** – The Mentoring Chair is responsible for forming a committee to pair advanced executives with those members who are new to the field of fundraising, contemplating a career change or seeking expert
guidance in order to provide one-on-one assistance that will enhance their knowledge and skills as development professionals.

**National Philanthropy Day** – The National Philanthropy Day Chair is responsible for all aspects of the chapter’s annual National Philanthropy Day event including nominations, honoree selection, sponsorship, promotion/public awareness, ticket sales, awards and event planning.

**Nominating** – The Nominating Chair develops and implements plans to recruit volunteers and board members. The Nominating Chair prepares a slate of nominees for all elected offices, ensuring diversity and qualifications, then ensuring all members receive a copy of the slate of officers, according to notification procedures required by the chapter bylaws.

**Administration**

**Chapter Administrator** – The Chapter Administrator maintains the general administration, database management and financial/accounting services for the chapter. This position supports the activities and programs of the chapter and answers to the Executive Committee of the board. The Chapter Administrator also provides board/committee and meeting support. The Chapter Administrator notifies AFPI of all new chapter officers. The Chapter Administrator prepares the agenda for all board meetings, compiles the consent document, prepares the financial statements for review, posts relevant documents to the chapter Web site and attends board meetings to take notes. The Chapter Administrator is the chapter’s only paid position and a contract is reviewed annually by the President.

**Administrative**

- Store AFP records and supplies. Purchase supplies as needed for chapter activities.
- Prepare chapter reports, including monthly financial reports, survey reports and others as requested.
- Respond to general chapter tasks as assigned by the President or representative assigned by the President.
- Act as Secretary for Chapter Board meetings by taking minutes, preparing minutes, notifying board members of meetings, requesting board and committee reports preparing monthly consent documents and collecting chapter mail weekly.
- Maintain chapter financial records including preparing monthly financial statements for the Board of Directors, receiving and tracking vendor payments, preparing payments for signature, coordinate check signatures as needed, collect income and process regular bank deposits.
- Communicate with job posting clients, post and manage job postings on Web site, provide Web services for updates for events, notices and other communications to be posted on the Chapter’s Web site. Process and track all payments for job posting services.
- Create forms and establish procedures as required.

**Programs**

- Create program announcements and all other electronic communications in Cvent.
- Set-up the e-mail schedule for monthly luncheon and activity notices, including program reminders and post-program feedback surveys.
• Manage accounts payable process for events and activities, including preparing and sending invoices, collecting funds and entering credit card payments.
• Provide event registration services and items, including registration check-in lists, wait lists and name tags.
• Make event logistics arrangements including identifying A/V needs for monthly programs, communicating with facility contact for guest count, room set up and arranging for catering of all monthly luncheon programs.

Communications
• E-mail chapter newsletter as provided by membership committee.
• Send e-mail alerts for member notices and special events.
• Web site updates/calendar updates.
• Respond to AFP inquiries by directing people to appropriate resources.
• On-going communication with President, board members and committee chairs.

Database
• Maintain chapter database/chapter roster.
• Segment data into various constituency groups (member, prospect, NPD attendee, sponsor, etc.)
• Work with mail house and outside vendors for external mailings, print labels as requested.
• Work with membership committee and AFPI regarding database requests, inquiries and reports.
• Post membership roster on members-only page of Web site – update at the end of each quarter.

Special events and activities
• Manage event and program registration process. Oversee on-site registration as requested
• Provide registration/status information as requested
• Prepare seating lists and participant name tags
• Act as registration contact person for invitations, media release, etc.
• Manage account receivable process following event to ensure all guests pay for tickets and informing event chairs of any outstanding debts associated with the event
• Coordinate document preparation and delivery to event site training documents as needed per specific programs such as Essentials, CFRE review course offerings
Awards – The Awards Chair works to help the chapter achieve various IHQ awards.

Check Recipient – The Check Recipient receives chapter membership reimbursement checks and reports monthly from IHQ. If the chapter has direct deposit, this individual just receives the reports.

Chapter Contact – The Chapter Contact is the membership contact for your chapter. This individual receives the real-time new and renewed member emails, is listed in the thank you welcome emails to members, and is listed on the IHQ website. This position must be entered as it affects welcome letter generation.

Ethics Education – The Ethics Education Chair works with a committee to educate members and other professionals about the Code of Ethics. Educate members and the general public about ethical decision making. Promote the Code of Ethical Principles and Standards of Professional Practice. The Ethics Education Chair also works with the Education committee to ensure ethical decision making is incorporated into chapter programs.

Foundation Development – The Foundation Development Chair (FDC) serves as liaison between the chapter and the AFP Foundation for Philanthropy. The primary role is to educate, cultivate, solicit and steward individual donors for the cooperative foundation/chapter annual campaign.

Logistics – The Logistics chair establishes a consistent, suitable location for monthly meetings and other workshops/programs and maintain a good working relationship with hotel/catering staff. The Logistics Chair supports the Chapter Administrator’s work to accept reservations; contact the catering manager with menu and number of attendees; create, update and maintain name tags for members and guests.

Scholarship – The Scholarship Chair works with a committee to promote chapter and IHQ scholarships to members. The Scholarship chair is responsible for coordinating the Chamberlain Scholarship for the chapter.

Webmaster – The Webmaster manages the chapter’s Web site and updates it with the most up to date information. If your chapter participates in IHQ Web site program, anyone listed as the webmaster will have access to make changes to the Web site and will also receive job posting notifications.

Youth In Philanthropy – The Youth in Philanthropy (YIP) Chair works to meet annual goals of AFP’s Youth in Philanthropy program, which develops youth empowerment and leadership, facilitates youth-driven philanthropy, promotes youth awareness of the common good and social responsibility, expands youth horizons about careers in the philanthropic and nonprofit sectors and increases youth knowledge about the nonprofit sector and local community needs.