

## 2019 AFPKC Committees

### Our Chapter Offers Members the Choice of Serving on One or More of Our Committees:

#### 1. **Communications & Marketing Committee**

CO-CHAIRS: Meggan Rorvig and Doug Day

This committee creates and oversees communications to board members, committee leaders, members and the community at-large. Such communications include timely posting through the chapter's website: [afpkc.org](http://afpkc.org), press releases and other forms of written material designed to raise member and public awareness of the organization, its work and its offerings.

#### 2. **Membership Committee**

CHAIR: Kassie Sands, CFRE

This committee is responsible for building and maintaining a strong membership and for keeping members involved in the organization through committee work, program attendance, etc. and is made up of the following areas:

- **Diversity**  
To promote diversity (ethnicity, gender, agency size and mission, etc.) with the membership and chapter leadership to ensure that AFP is well represented.
- **Member Recruitment**  
Responsible for developing initiatives for recruiting new members. This includes the development of ideas to welcome new members into our organization.
- **Member Retention**  
Responsible for encouraging members to renew their membership and to reach out to lapsed members to re-engage them in AFP when possible.
- **Program/Meeting Hospitality**  
Serves as the registration host and all programs, meetings and socials for AFP. This includes preparing member nametags, welcome and register guests for activities and update any pertinent information on members.
- **Social Events**  
Plan and organize social events approximately each year for the AFP membership and guests. Normally, this committee will

coordinate a sponsored spring social, a sponsored fall social and the annual holiday social.

### **3. Professional Development Committee**

CO-CHAIRS: Joan Cabell and Jane Lampo, CFRE

This committee is responsible for planning the chapter's educational programs. This committee also hosts the following sub-committees:

- **February Focus**

This committee plans a one-day educational training conference offered by the Great Kansas City Chapter. The program is intended for experienced fundraisers and is held in February each year. The committee identifies a national expert on a fundraising topic and develops the schedule for the program. It coordinates the venue, catering, marketing, registration, and program evaluations for this day of learning.

- **Fundraising 101**

CHAIR: Kimberly Hinkle, CFRE

This committee plans the Fundraising 101 seminar. The committee is responsible for recruiting veteran fundraisers in the community to teach various modules of the course, and also coordinates marketing, logistics, and registration for the multi-day event.

- **Certified Fund Raising Executive (CFRE)**

CHAIR: Shannon King, CFRE

Duties of this committee include certification recruitment by identifying and contacting those individuals within the chapter with at least 5 years fund raising experience to encourage them to take the CFRE exam, acquire certification brochures and applications and making them available at all chapter meetings as needed. The committee chair organizes "Why Become a CFRE?" informational meeting. This informational session shares the presentation created by CFRE International, which the chair adapts to our local market. The Chair also organizes a study group for prospective CFRE's from the chapter; recruits current CFRE members to help with the study sessions, and recognizes all CFRE's and new CFRE's at chapter meetings both verbally and with a special nametag ribbon.

- **Mentorship**

CHAIR: Brian Williams

This committee reviews mentor and mentee applications and pairs interested and similar parties.

- **Tactical Workshops**

CHAIR:

This committee plans for NEW hands-on, tactical workshops during

which registrants can develop or bring items for review and feedback by experts.

#### **4. National Philanthropy Day Committee**

CHAIR: Lindsey Rood-Clifford

The National Philanthropy Day committee organizes a celebration to recognize National Philanthropy Day in November of each year. They determine awards and select award winners from a group of nominees for various categories. The committee determines the type of event (breakfast, lunch, reception, etc.) and plans logistics for the event.

#### **5. Annual Fund Campaign Committee**

CHAIR: Shelly Doucet, CFRE

The Annual Fund Committee is responsible for running the annual campaign for the chapter and for the International Headquarters (IHQ) Foundation. This committee also communicates to IHQ on the goal for the Every Member Campaign, and completing the paperwork as required by IHQ.

#### **6. Sponsorship Committee**

CHAIR:

The Sponsorship Committee is responsible for all chapter sponsorships through corporate, foundation, and individual solicitation to secure funds for programs and scholarships. Duties of the committee include developing the sponsorship packet to include giving opportunities, develop a list of prospects, solicit sponsorships, and recognize donors assuring they receive the sponsor benefits.

#### **7. Committee on Directorship**

CHAIR: Shelly Doucet, CFRE

The nominating committee will meet in the summer to develop a slate of nominees for chapter board of directors and officers. The committee will present the slate in the fall at a regularly scheduled meeting or via email to the chapter membership to vote on. In selecting board members, it is critical to select members eager and willing to accept leadership roles. The nominating committee is also responsible for updating the job descriptions for the chapter handbook.