

AFP Minnesota Board Member Job Description

PURPOSE OF THE BOARD:

AFP, an association of professionals throughout the world, advances philanthropy by enabling people and organizations to practice effective and ethical fundraising. The core activities through which AFP fulfills this mission include education, training, mentoring, research, credentialing and advocacy.

The Board of Directors of the Minnesota Chapter of the Association of Fundraising Professionals (AFP) is elected to govern, manage, supervise, and control the business, property and affairs of the Chapter consistent with the strategic plan, policies and procedures, Articles of Incorporation and Bylaws of the chapter and the Association. These activities including, but not limited to:

1. Determine and execute chapter policy
2. Appoint and remunerate agents of the chapter
3. Collect and disburse funds of the chapter
4. Adopt rules and regulations for the conduct of chapter business
5. Supervise the affairs of the chapter

EXPECTATIONS AND QUALIFICATIONS:

1. Maintain a high degree of familiarity with philanthropic issues, concerns and trends.
2. Be a Chapter member in good standing of the Association and the Chapter and should be well informed about the organization's mission, services, policies and programs.
3. Regularly attend scheduled Board meetings, typically held every other month at a time determined by the Chapter President. Vice Presidents and Officers are also expected to regularly attend Executive Committee meetings, typically held on alternate months. Board members are expected to have no more than two (2) excused absences throughout the year.
4. Directors are expected to be prepared for meetings by reviewing board minutes and reports in advance.
5. All directors are required to serve on a minimum of one committee during the calendar year. Established committees include:
 - Communications and Marketing
 - Education
 - Membership
 - National Philanthropy Day
 - Resource Development
 - Diversity
6. Each board member is also expected to take an active role in ensuring the success of National Philanthropy Day (NPD) held each year in November. This includes, but is not limited to:
 - Nominating potential award winners
 - Following up on proposals to potential sponsors
 - Participating in event planning (logistics, promotion, etc.)

- Attending and/or volunteering the day of the event
7. All directors are expected to make a personal financial commitment to AFP's Be the Cause Campaign, to ensure 100 percent board participation for the Minnesota chapter. In addition, directors may be asked to assist in fundraising for the Chapter's educational programs, National Philanthropy Day, and general operating purposes.
 8. Each director must be willing to gain community support for the Minnesota chapter by educating and informing others about AFP, including, but not limited to:
 - Potential new chapter members
 - Prospective sponsors
 - Candidates for board membership
 9. Directors should be willing to suggest possible nominees to the board and/or committees for potential service.
 10. Each director will attend the chapter's educational programming (held every-other month) whenever possible.
 11. All directors must represent AFP positively within the community.

TERMS OF OFFICE:

Directors are elected to one-year terms. No director may serve more than eight years consecutively on the chapter board unless serving as President, President-Elect and Immediate Past President. A one-year break in service is required otherwise.

A director may resign at any time by giving written, including electronic mail, notice to the Chapter president or secretary. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Any director may be removed by a majority vote at any regular or special meeting of the board, at which a quorum is present, for any reason.

Any director shall forfeit board membership in the event of missing two (2) board meetings during a calendar year without providing excuse to the President in advance of each meeting.

TIME COMMITMENT:

- Minimum of two hours every-other month for board meetings
- Minimum of two hours each month for committee work
- Participate in educational programming whenever possible
- Other time depending on the individual director's assumption of responsibilities