

AFP Northwest Arkansas Chapter Board Recruitment Committee & Timeline

Board of Directors Roles

- **President***
- **President-Elect***
- **Immediate Past President***
- **Chapter Administrator** (paid role, hired by President)
- **Secretary/Treasurer Chair***
- **Membership Chair**
- **Professional Development & Education Co-Chairs**
- **Communications & Public Relations Co-Chairs**
- **IDEA Chair** (Inclusion, Diversity, Equity, and Access)
- **Collective Impact Fellowship Program Co-Chairs**
- **National Philanthropy Day Co-Chairs**
- **Foundation & BE the CAUSE Chair**

*Executive Committee Members

Recruitment & Selection Timeline

June

- Select composition of the Board Recruitment Committee.
- The committee reviews the annual recruitment timeline and updates board job descriptions.
- Assign duties and tasks for recruitment activities.
- *Per chapter bylaws, the committee must include at least three people: the Immediate Past President, President, and President-Elect.*

August

- Officially launch Board applications at the **Education Session**.
- Applications open on **August 20**.

September

- **September 20**: Application deadline.
- The recruitment Committee reviews applications, scores using the evaluation rubric, and finalizes the proposed slate of nominees.
- Selected nominees submit **bios and photos** for the voting process.
- Current Board reviews and approves the slate by the **first Friday of October**.

October

- Slate is formally announced at the **October Education Session/Chapter Meeting**.
- Email announcement sent to all members with:
 - Slate of nominees
 - Voting instructions and ballot link
 - 15-day voting window
- Reminder email sent on **Day 7** of voting period.

November

- **National Philanthropy Day Event:** Announce an incoming Board of Directors and thank outgoing board members for their service.

December

- **December 5 (Full-Day Board Retreat):** Current and incoming board members meet to plan for the upcoming year.

January/February

- **AFP Global Virtual Board Orientation** for the following roles:
 - Chapter Membership Chair
 - President/President-Elect
 - Chapter Administrator
 - Chapter Treasurer
 - Education/Programming/NPD Chairs
 - Communications & Public Relations Chairs
 - Foundation/BE the CAUSE Chair
 - IDEA Chair