

GOVERNANCE CHAIR

Job Description

Length of Term: 1 year

Average Time Commitment per Month: 10-12 hours

Overview: The Chair of the Governance Committee of the Oklahoma Chapter of the Association of Fundraising Professionals (AFP) shall be responsible for ongoing review of and ensuring adherence to Chapter bylaws, policies, and other documents and practices deemed necessary to carry out the work of the Board of Directors. The Chair may establish a committee made up of directors or non-directors to assist in this effort, though all committee members must be AFP members in good standing.

Specifically, the Chair shall:

- Serve as a leader in conducting periodic reviews of the Chapter's Strategic Plan;
- Lead the Board in periodically reviewing Chapter bylaws and policies;
- Serve as Parliamentarian during meetings of the Board or membership;
- Work with the President and Immediate Past President to ensure that election of officers occurs in a timely fashion in accordance with the chapter bylaws;
- Lead the Board in regularly reviewing and updating the Board's description of its roles and areas of responsibility and what is expected of individual Board members;
- Initiate periodic assessment of the Board's performance, and propose, as appropriate, changes in Board structure and operations;
- Chair meetings of the Governance Committee;
- Attend all board meetings;
- Be an AFP member in good standing;
- Transfer, upon resignation, all records to successor.