

IDEA CHAIR
Job Description

Length of Term: 1 year

Average Time Commitment per Month: 10-12 hours

Overview: The Association of Fundraising Professionals Oklahoma Chapter (AFP OK) is committed to developing and maintaining a diverse organization that reflects, is responsive to, and embraces the diversity of the communities we serve in central Oklahoma; respecting and valuing all people. Our chapter is committed to promoting an inclusive, equitable and accessible organization where every member can realize their potential and have their contributions valued. AFP OK recognizes that Inclusion, Diversity, Equity & Access (IDEA) are central to its mission.

Function: To implement and monitor the chapter's IDEA goals and objectives. To ensure that IDEA is incorporated into all aspects of the chapter's operations. Each AFPOK board member is expected to be committed to leading and organizing by the values of IDEA, so the IDEA chair will not be the only person tasked with initiatives or actions involving IDEA. It is the hope of the board that having an IDEA chair will add increased focus and ability to take measurable, effective actions for the fundraising community based on the values of IDEA. Our ultimate goal is to be a model organization which functions through the values of IDEA and anti-racism before all else.

The person selected for this position should be deeply committed to the vision of IDEA as promoted within the chapter. The ultimate goal is for the membership to reflect the demographics of the area served by our chapter as well as to represent the broad range of organizations and development shops promoting philanthropy and ethical fundraising.

Major Responsibilities:

- Report to the Chapter President, Board of Directors and membership on a regular basis as to the committee's objectives and activities. This report should be delivered at least once per year.
- Coordinate and plan with the Membership Chair to promote diverse populations in membership.
- Recruit members for the IDEA Committee. This ensures that IDEA is considered in all chapter operations.
- Ensure IDEA is included in the Chapters' annual plan.
- Work with the Committee on Directorship to make sure the Board of Directors is representative of the community that the chapter serves, and ensure nomination proceedings are equitable from the standpoint of a diverse membership.
- Work with the Education Chair to plan a yearly IDEA session.

AFP Oklahoma Board of Directors

- Assess the chapter for its diversity and inclusion efforts. Determine where the chapter currently is and where it would like to go. This can include member demographics, educational programming and where chapter meetings are held.
- Write or re-share an IDEA article for the chapter newsletter.
- Strive to be eligible to apply for the Charles R. Stephens Excellence in Diversity Award each year.
- Strive to seek the IDEA Champion (formerly Friends of Diversity) chapter designation each year.
 - Deadline: February 2 for activities completed the previous year
- Act as a liaison with local affinity groups of fundraisers serving a particular background. Determine if joint programming can occur between this local group and the AFP chapter. Refer to the Blueprint for Building a Highly Diverse Chapter as a reference.
- Encourage involvement of members in promoting diverse populations in the chapter and in their own organizations.
- Develop programs that respond to the needs of chapter members in promoting diverse populations within their own organizations.
- Be an AFP member in good standing

Other Resources Available from AFP Global
[Resources for Chapter IDEA Chairs](#)