



CHAIR/CO-CHAIR, AWARDS

Position Description

Reports to: Director/Co-Director, National Philanthropy Day

The Awards Committee Chair/Co-Chair shall be responsible for marketing to all Chapter members and other community organizations the opportunity to nominate award recipients for the National Philanthropy Day Awards Luncheon, convening and chairing the awards selection committee, ordering and securing all physical award pieces, and submitting the Chapter's nominations for AFP IHQ awards.

- Work with National Philanthropy Day committee on selection and presentation of awards honoring philanthropy, including furnishing information on all nominations; coordinating information from award recipients to speech writer for event; and managing all correspondence and interaction with chosen recipients at the direction of the National Philanthropy Day Co-Directors.
- Secure quotes, order, and organize all physical awards/recognition pieces for both the event's main honorees and table honorees.
- Serve as a member of the National Philanthropy Day awards committee.
- Work with Chapter President and officers to select the Chapter's nominations for AFP IHQ awards and coordinate and write awards submission(s).
- Attend all Chapter Board of Directors meetings and participate in Chapter activities.
- Financially support the AFP Foundation for Philanthropy.
- Turn over to the successor all Chapter records and/or property immediately upon completion of term or resignation prior to completion of term.