



PRESIDENT

Position Description

The President of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) shall have all the powers and shall perform all the duties commonly incident to and vested in the office of the President of an organization including, but not limited to, chairing all meetings of the Board of Directors, preparing the agenda for the regular meetings, having general knowledge of the responsibility for supervision of the duties as the Board of Directors, and supervising the Chapter Administrator. The President shall serve in ex-officio capacity, without vote, on all committees of the Chapter. While ultimately responsible for these duties, the President, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the President shall:

- Serve as chief elected officer for the Chapter's business and see to it that decisions, orders and resolutions of the Board of Directors are delegated and carried out, as well as required correspondence with and to, the AFP Chapter Services Office.
- Use parliamentary procedure for all business meetings.
- Ensure that election of officers occurs in a timely fashion in accordance with the Chapter bylaws and install President-Elect, Immediate Past President, Treasurer and Secretary at the January meeting.
- Supervise the work of the Chapter Administrator and ensure completion of appropriate tasks through this position.
- Notify the AFP Chapter Services Office of all elected officers within two weeks of election.
- Direct the activities of members of the Board of Directors.
- Establish task forces and ad hoc committees as needed.
- Welcome at-large members to the Board of Directors and direct their activities and responsibilities as necessary.
- Attend the AFP International Fundraising Conference and AFP Leadership Academy and represent the Chapter at the Presidents' Meetings, Like-Size Chapter Meetings, and Chapter Board Workshop.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Call special meetings of the Executive Committee, Board of Directors and general members as necessary and allowable under the Chapter by-laws.
- Ensure that all required forms (IRS 990-EZ, 501(c)(3), Chapter Accord Report) are filed with the AFP Chapter Services Office as required and copies maintained in the official book of record.
- Oversee preparation and submission of applications to the AFP Chapter Services Office for the Friends of Diversity and Ten-Star/Ten-Star Gold designations.

- Oversee Chapter adherence to established goals and objectives and monitor individual committee progress.
- Review, on an ongoing basis, the organizational performance and effectiveness of all Chapter activities. Recommendations can be made to the Board of Directors in the areas of Chapter structure, operations and files and folders located in Dropbox (Board electronic portal) as necessary.
- Working with the Chair of the Committee on Directorship, recruit Board of Directors members when a vacancy occurs.
- Exercise general fiduciary responsibility for Chapter activities in conjunction with the Treasurer. Chapter expenses shall be monitored to assure operation within the prescribed limits of the annual budget.
- Exhibit leadership in formulating policy and programs, in accordance with the established goals and objectives of the Chapter that further the mission statement of the Chapter. To that end, the President shall be responsible for both short-term and long-term planning and implementation of those plans to reach Chapter goals.
- Be responsible for ongoing communication with the AFP Chapter Services Office in all areas of Chapter interest and inform Board of Directors and general membership of pertinent developments and occurrences at the national level.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



PRESIDENT-ELECT

Position Description

The President-Elect of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) shall in all cases act as the President in the latter's absence or incapacity, and shall have such powers and perform such other duties as may be assigned by the President or Board of Directors. While ultimately responsible for these duties, the President-Elect, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the President-Elect shall:

- Receive direction from, and render assistance to, the President as needed.
- Act in the President's absence, presiding over all meetings of the Board of Directors and general membership, as needed.
- Work with the Executive Committee to develop and/or assure the review of the development of the Chapter's strategic plan.
- Assist in recruiting chairpersons and committee members to help assure that committees are well-staffed.
- Troubleshoot for or assist officers and directors, as needed.
- Attend the AFP Leadership Academy during 2nd year of service and represent the Chapter at the Presidents' Meetings, Like-Size Chapter Meetings, and Chapter Board Workshop.
- Serve on Committee on Directorship.
- Assist the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Attend Executive Committee and Board of Directors' meetings, and committee meetings as needed.
- Review and suggest revisions to the files and folders located in Dropbox (Board electronic portal) for consideration by the Board of Directors.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Assume duties of Immediate Past President if he or she resigns.
- Transfer to successor all records upon end of term/resignation of office.



SECRETARY / Be the Cause CHAPTER CAMPAIGN CHAIR

Position Description

The Secretary for the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) shall have all powers and shall perform all the duties commonly incident to and vested in the office of Secretary of a corporation and other such duties as the President may designate. The Secretary shall have the responsibility for maintaining the Chapter's Book of Record. While ultimately responsible for these duties, the Secretary, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Secretary shall:

- Record minutes of all meetings of the Board of Directors and provide in a timely manner to the President for dissemination to all members prior to the next scheduled meeting.
- Maintain attendance record of Board of Directors meetings.
- Maintain official Book of Record, which includes copies of all minutes and statutory provisions governing 501(c)(3) organizations, Chapter bylaws, and signed Conflict of Interest forms from each officer and director.
- Ensure that Chapter filings with the State of Texas are legally in conformance with current law, especially as pertains to Articles of Incorporation, Charitable Organization Registration, etc.
- Maintain the Chapter's Record Retention notebook according to the Chapter policy.
- Conduct the Chapter's "Be the Cause" Campaign, keeping the Board and Chapter membership apprised of the campaign's progress.
- Create a comprehensive list of committee members and maintain a master calendar of Chapter events.
- Conduct all official Chapter correspondences.
- Maintain original Chapter charter, bylaws, tax-exempt form, Chapter handbook, and all other documents deemed necessary by the Board of Directors in the approved archival area.
- Assist the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer to successor, all records upon end of term/resignation of office.



TREASURER

Position Description

The Treasurer for the Fort Worth Chapter of the Association of Fundraising Professionals (AFP) shall have all the powers and shall perform all the duties commonly incident to and vested in the office of treasurer of a corporation, and other duties as the President may designate. The Treasurer is the fiscal officer of the Chapter and, along with the Chapter President, is legally responsible for the Chapter's funds. The Treasurer is responsible for the management and reporting of the Chapter's finances and shall study, review, and make recommendation to the Board of Directors concerning all financial matters such as the operating budget, borrowings, investments, financial statements, audit and any expenditures or appropriations requested by committees. While ultimately responsible for these duties, the Treasurer, with the Board of Directors' consent, may delegate some duties and responsibilities to Chapter Administrator.

Specifically, the Treasurer shall:

- Be responsible for the depositing of all funds received by the Chapter in the Chapter's deposit account(s).
- Grant approval to the Chapter Administrator to disburse funds for expenses incurred by the Chapter and invoice any outstanding fees, and maintain and distribute when necessary the chapter's tax-exempt form to facilitate such fiscally-prudent disbursements.
- Regularly review the Chapter's financial records and report to the Chapter's Board of Directors the financial status of the Chapter, including funds on-hand, expenses and any significant variances of expenditures from the approved annual budget.
- Organize and maintain all financial records, and assist and prepare all reports and records as requested by the Board.
- Ensure that any required government or AFP Chapter Services Office financial reports are completed and filed on time. This includes overseeing the annual preparation and filing of the chapter's Form 990.
- In consultation with the chapter's Executive Committee, prepare a draft budget for the Board of Directors to review and approve at the last Board meeting of each year.
- Present to the Board of Directors the finalized and approved budget at the first Board meeting of each year.
- Assist Board members with the financial planning of chapter events.
- Oversee the Chapter Administrator's performance of the Chapter's financial transactions and reporting.
- If the need arises, secure an outside auditor and ensure the auditor has access to the necessary financial statements and any documents required for a successful audit.
- Financially support the AFP Foundation for Philanthropy.
- Assist the Board and appropriate Directors and committee members to secure sponsorships for chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.

- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Furnish the president with information needed from Chapter records for the Chapter Accord.
- Transfer to his/her successor all records upon completion of term or resignation from office.



IMMEDIATE PAST PRESIDENT

Position Description

The Immediate Past President of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) shall serve as an officer on the Executive Committee and shall have such powers and perform such other duties as may be assigned by the President or Board of Directors. While ultimately responsible for these duties, the Immediate Past President, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Immediate Past President shall:

- Attend Executive Committee meetings and meetings of the Board of Directors.
- Receive direction from, and render assistance to, the President as needed.
- Serve as the Chair of the Chapter's Committee on Directorship, as outlined in the by-laws.
- Assist in recruiting chairpersons and committee members to help ensure that committees are well-staffed.
- Troubleshoot for or assist officers and directors if warranted.
- Assist the Board and appropriate Directors and committee members to secure Chapter sponsorships for chapter programs, DFW Philanthropy Conference and National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer to successor all records upon end of term/resignation of office.



VICE PRESIDENT, PROFESSIONAL DEVELOPMENT

Position Description

The Vice President of Professional Development of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) is responsible for the Chapter's professional development offerings for its members. While ultimately responsible for these duties, the Vice President, Professional Development, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Vice President of Professional Development shall:

- Oversee the work and activities of the Directors and committees responsible for Chapter programs, the Fundamentals of Fundraising course, the DFW Philanthropy in Action Conference, CFRE promotion and CFRE Review Course, and any new or one-time program that may occur during the fiscal year. Meet with Directors and committees as needed.
- Provide Directors under supervision of this position with job descriptions and review/coordinate a budget for each specific committee.
- If determined by the Board of Directors that video conferences will be offered, organize the presentation of these video conferences (as presented by AFP IHQ) to include: surveying Chapter members for their choices of video conferences, securing/confirming the presentation location, ordering video conferences from AFP IHQ (as reflected by Chapter member vote) and promotion of each video conference to Chapter membership (at Chapter meetings and through articles in electronic Chapter newsletter).
- Provide support of the Chapter's Strategic Plan through the planning and appropriate completion of activities of the Directors and committees under the supervision of this position.
- Troubleshoot for or assist chairpersons if warranted.
- Attend all Executive Committee and Board of Directors meetings and participate in Chapter activities.
- Assist the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



VICE PRESIDENT, COMMUNITY RELATIONS

Position Description

The Vice President of Community Relations of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) is responsible for oversight of internal and external communications regarding chapter affairs. While ultimately responsible for these duties, the Vice President, Community Relations, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Vice President of Community Relations shall:

- Oversee the work and activities of the Directors responsible for the National Philanthropy Day Luncheon and Public Relations, committee chairs responsible for Awards, and the Chapter Administrator with regard to the Chapter's electronic newsletter and website.
- Provide Directors under supervision of this position with job descriptions and review/coordinate a budget for each specific position.
- Coordinate the efforts to secure sponsorship/underwriting for Chapter programs, ensuring appropriate communication with Co-Directors, NPD, and Director, DFW Philanthropy in Action Conference to qualify solicitations of support.
- Provide support of the Chapter's Strategic Plan through the planning and appropriate completion of activities of the Directors and committees under the supervision of this position.
- Attend all Executive Committee and Chapter Board of Directors meetings and participate in Chapter activities.
- Troubleshoot for or assist directors and chairpersons if warranted.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



VICE PRESIDENT, MEMBER SERVICES

Position Description

The Vice President of Member Services of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) is responsible for membership growth and retention and services to Chapter members. While ultimately responsible for these duties, the Vice President, Member Services, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Vice President of Member Services shall:

- Attend all Executive Committee and Board of Directors meetings and participate in Chapter activities.
- Oversee the work and activities of the Directors responsible for member recruitment and member retention and committee chairs responsible for mentoring and scholarships. Meet with Directors and committee chairs as needed, and ensure the coordinated work of these Directors and committee chairs.
- Provide Directors and committee chairs under this position's supervision with a job description and review/coordinate a budget for each specific committee.
- Provide oversight for the Chapter's goals of diversity and ensure that diversity is incorporated into all aspects of the Chapter's operations, including the nominating process. Diversity goals will be based on unique Chapter attributes, including membership demographics, geographic location of member organizations, and type of organizations represented in the Chapter membership.
- Serve as the Chapter liaison to AFP IHQ regarding membership information and provide updates to IHQ regarding Chapter members' contact information.
- Secure all membership reports monthly from the AFP IHQ website and ensure that Directors receive appropriate reports.
- Interface with Chapter Administrator to ensure that all member contact data being utilized for communication purposes is current.
- Provide support of the Chapter's Strategic Plan through the planning and appropriate completion of activities of the Directors and committees under the supervision of this position.
- Troubleshoot for or assist chairpersons if warranted.
- Assist the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



VICE PRESIDENT, GOVERNANCE

Position Description

The Vice President of Governance of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) is responsible for the Chapter's governing documents and its adherence to the same, as well as its adherence to the Code of Ethical Standards. In addition, the Vice President of Governance serves as the primary legislative affairs contact for the Chapter and reports to the Board of Directors and the general membership, as appropriate, on legislative issues at the state and federal level that affect the fundraising profession. While ultimately responsible for these duties, the Vice President of Governance, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Vice President of Governance shall:

- Ensure that all Chapter policies and procedures are up-to-date and relevant to Chapter operations, including a biannual review of all policies and procedures and the addition of new policies and procedures, as appropriate and approved by the Board of Directors.
- Ensure that all job descriptions for Chapter Board of Director positions are up-to-date and relevant, including a biannual review of all Board job descriptions, as appropriate and approved by the Board of Directors.
- Ensure that all members of the Chapter Board of Directors submit a signed Conflict of Interest Policy and Nondisclosure Agreement annually.
- Serve as liaison to AFP IHQ on matters of ethics and legislative affairs, which includes communicating relevant information to the Chapter Board of Directors and the general membership, as appropriate.
- Provide support to the Chapter's Strategic Plan through the planning and appropriate completion of activities under the supervision of this position.
- Attend all Executive Committee and Chapter Board of Directors meetings, participate in Chapter activities, and serve as a voice for ethics and Chapter policies and procedures.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



DIRECTOR/CO-DIRECTOR, CHAPTER PROGRAMS

Position Description

Reports to: Vice President, Professional Development

The Director/Co-Director of Chapter Programs shall be responsible for the continuing education program presentation provided at each Chapter meeting. While ultimately responsible for these duties, the Director/Co-Director of Chapter Programs, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Director/Co-Director of Chapter Programs will:

- Determine topics and secure speakers for ten (10) monthly Chapter meetings.
 - All are regular 1.5 hour meetings, with the option of one being an extended 3-hour session.
 - One session must be on ethics.
 - Solicit suggestions on appropriate fundraising-related subjects and suitable presenters from other AFP members and the Chapter Board.
 - Serve as Chapter point of contact for speakers.
- Coordinate logistics for monthly Chapter meetings, including:
 - A/V needs of speaker
 - Short speaker biography
 - Short description of presentation
 - Coordinate handouts for presentation and if copies are needed.
 - Convey directions to facility and program schedule to speakers.
- Communicate program information to Vice President of Professional Development, Chapter Administrator, and Chapter President for inclusion on Chapter website and electronic newsletter.
- At the end of the fiscal year, send a list of all program speakers' names, mailing information, and topics to CNM Connect, and coordinate the monetary gift made to CNM Connect in the name of each speaker recognizing them for their time.
- Coordinate with the Chapter Administrator to collect evaluations from each meeting, compile results, then share highlights with speakers and full results with the Vice President of Professional Development and Chapter President.
- Submit program topic titles, description of presentations and speakers' names to CFRE at least 30 days before each program to secure approved status for each program as continuing education credits for CFRE points toward testing or recertification. Report approval, once established by CFRE, to Chapter Board and membership, and create the CFRE Tracker and ensure it is uploaded to the Chapter website.
- Attend all Chapter Board of Directors meetings and participate in Chapter activities.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference, and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- 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.



DIRECTOR, DFW Philanthropy in Action CONFERENCE

Position Description

Reports to: Vice President, Professional Development

The DFW Philanthropy in Action Conference Director shall oversee all of the work of the DFW Philanthropy in Action Conference and its Committee. Referencing the Chapter Board-approved *DFW Philanthropy Conference Working Agreement* between the Dallas and Fort Worth Metro AFP Chapters and working with a committee comprised of both Fort Worth and Dallas AFP members, the Director will:

- Establish and maintain a diverse committee. During the selection process, the Director shall acquaint potential committee members with the general duties and responsibilities. Committee shall include as members presidents of both the Fort Worth and Dallas AFP chapters.
- Plan and execute the Chapter's AFP DFW Philanthropy in Action Conference for the general membership and non-members to attend.
- Work closely with the Chapter Administrator to ensure a financially successful event and inform of any outstanding invoices for collection.
- Seek sponsorships and/or vendors to assist in the financial success of the event.
- Work closely with both Chapters' public relations committees in order to promote the event to all appropriate audiences.
- Present to the Board of Directors a written comprehensive report, including attendance record of members and non-members, financial report and overall evaluation upon the completion of the DFW Philanthropy in Action Conference.
- Maintain program records that include program descriptions and overall evaluation summaries.
- Maintain a log of possible presenters/speakers for use by the Board of Directors.
- Attend all Chapter Board of Directors meetings and participate in Chapter activities.
- Financially support the AFP Foundation for Philanthropy.
- Transfer to successor all records upon completion or resignation of office.



DIRECTOR, MEMBERSHIP RECRUITMENT

Position Description

Reports to: Vice President, Member Services

The Director of Recruitment will serve as the Chapter's coordinator for recruiting new Chapter members into AFP. Specific duties include, but are not limited to:

- Encourage current members through Chapter e-newsletter and other announcements to invite guests to Chapter luncheons.
- Make sure at least one member of the Chapter's membership committee is available at the check-in table at each Chapter luncheon to greet guests and new members.
- Work with the Director of Membership Retention to coordinate and execute new member orientations semi-annually.
- Contact all non-AFP members who attend AFP audio conferences held at CNM Connect and invite them to join AFP and/or attend a luncheon.
- Update new membership information on Chapter's web site.
- Attend all chapter board of directors meetings and participate in chapter activities.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



DIRECTOR, MEMBERSHIP RETENTION

Position Description

Reports to: Vice President, Member Services

The Director of Membership Retention shall coordinate and lead the Chapter's efforts to retain individual's membership in AFP by increasing the participation of members and expanding their awareness of opportunities and services. While membership recruitment is important in contributing to a positive growth rate, retention of existing members is equally important and if not given adequate emphasis, can significantly counteract an otherwise strong recruitment program resulting in a near zero or even negative growth rate.

Specific duties include, but are not limited to:

- Once a membership application has been processed and the new member added to the membership roster, the work of the Director of Retention begins. Contact and early follow-up early are vital to the long-term retention of the new member. Celebrating long-term members and encouraging their participation is just as critical so they will continue to grow in their commitment to the Chapter and gain increased value from their membership.
- Work closely with Director of Recruitment to hold new member orientation sessions semi-annually.
- Welcome new members to Chapter.
- Download the lapsed member report monthly and contact members whose membership is due to lapse for renewal purposes.
- Reactivate lapsed members and, if they choose not to renew, ascertain the reason(s) and share those reasons with the Board of Directors.
- Celebrate long-term members.
- Communicate member benefits to all members.
- Attend all chapter board of directors meetings and participate in chapter activities.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



DIRECTOR, CFRE

Position Description

Reports to: Vice President, Professional Development

The Director, CFRE, shall coordinate the CFRE Accreditation Program on behalf of the Chapter. While ultimately responsible for these duties, the Director, CFRE, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Director, CFRE shall:

- Using AFP International and CFRE International materials, develop an effective CFRE Accreditation Program.
- Promote professional fundraising accreditation (CFRE) using marketing and communications methods through the Chapter e-newsletter and website.
- Promote CFRE at Chapter monthly meetings.
- Promote professional fundraising accreditation (CFRE) through other professional organizations, such as the National Association of Charitable Gift Planners (NACGP), Association of Healthcare Philanthropy (AHP), and the Council for the Advancement and Support of Education (CASE).
- Recognize new CFREs at monthly Chapter meetings.
- Work closely with the Director of the National Philanthropy Day Luncheon to recognize CFREs.
- Encourage all new members, and those members who are not accredited, to advance their careers through achieving CFRE accreditation.
- Plan to conduct the AFP/CFRE Review Course annually, in conjunction with the DFW Philanthropy in Action Conference, or as often as sufficient participants register to attend.
- Work closely with the Professional Development staff of AFP International to plan and produce the AFP CFRE Review Course.
- Serve as coordinator of the AFP/CFRE Review Course in alternate years that the DFW Philanthropy in Action Conference is managed by the Fort Worth Metro AFP Chapter.
- Serve as co-coordinator with the CFRE Review Course Chair of the Greater Dallas AFP Chapter during those years that the DFW Philanthropy in Action Conference is managed by the Greater Dallas AFP Chapter.
- Work closely with those fundraising professionals who are seeking CFRE accreditation to make sure they understand how to complete the CFRE application and that they have all the tools they need to prepare them to pass the CFRE Exam.
- Maintain a current list of all members of the Chapter who express interest in pursuing CFRE accreditation.
- Serve as a resource for all those in the Chapter who are pursuing CFRE Accreditation.
- Inform Chapter membership through the monthly newsletter when Chapter members pass the CFRE Exam.
- Attend all Chapter Board of Directors meetings and participate in Chapter activities.

- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



DIRECTOR/CO-DIRECTOR, NATIONAL PHILANTHROPY DAY

Position Description

Reports to: Vice President, Community Relations

The Director/Co-Director, National Philanthropy Day is responsible for the planning and execution of the Chapter's annual National Philanthropy Day Luncheon event. While ultimately responsible for these duties, the Director/Co-Director, National Philanthropy Day, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Director/Co-Director shall:

- Work with a committee of AFP members and non-members to plan a successful event, including to secure sponsorships, table reservations, volunteers, and an emcee for the event.
- Work with Chair/Co-Chair, Awards, and as a member of the Awards Committee to solicit nominations and select the event's honorees.
- Identify venue and coordinate with venue to determine date, time, food, and logistics of event.
- Keep committee on task for all deadlines regarding, but not limited to, nominations, awards selection, engraving deadlines, print deadlines, and mailing deadlines.
- Work within the event's budget to ensure gross income exceeds expenses.
- Work with the Director/Co-Directors of Public Relations to coordinate marketing and media coverage (press, print, and social media) for the National Philanthropy Day Luncheon and award winners.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- 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.



DIRECTOR/CO-DIRECTOR, PUBLIC RELATIONS

Position Description

Reports to: Vice President, Community Relations

The Director, Public Relations, shall serve as the liaison to the greater community regarding efforts and activities of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP). While ultimately responsible for these duties, the Director/Co-Director, Public Relations, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Director/Co-Director, Public Relations, shall:

- Develop and provide to appropriate news media outlets and other appropriate venues news releases of Chapter activities, award recipients, etc.
- Investigate and create opportunities for new and creative partnerships/venues for “telling the AFP story” to the greater North Texas community.
- Be alert to changes in Chapter website (design and content) and Chapter electronic newsletter (design and content) that will serve to be advantageous.
- Responsible for planning, managing, and executing the Chapter’s social media strategy and ensuring our social media presence is active and relevant for Chapter members.
- Coordinate photography at Chapter events.
- Work with the Director/Co-Directors of National Philanthropy Day to coordinate marketing and media coverage (press, print, and social media) for the National Philanthropy Day Luncheon and award winners.
- Attend all Chapter Board of Directors meetings and participate in Chapter activities.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



CHAIR/CO-CHAIR, MENTORING

Position Description

Reports to: Vice President, Member Services

The Chair/Co-Chair, Mentoring, shall coordinate the mentorship program on behalf of the Chapter. While ultimately responsible for these duties, the Chair/Co-Chair of Mentoring, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Chair/Co-Chair of Mentoring shall:

- Develop, communicate, and manage an effective member-to-member mentoring program for the mutual benefit of new and seasoned fundraising professionals.
- Develop program guidelines and an application and communicate those through AFP channels such as meetings, the website, and the electronic newsletter.
- Manage inquiries about the program.
- Receive and manage applications from prospective mentees and mentors.
- Create mentor/mentee teams based on size of organizations, areas of interest, skills requested, etc. Communicate the match with teams.
- Stay in contact with teams, asking for updates and success stories to share.
- Troubleshoot/reassign program participants, as needed.
- Plan and execute annual kick-off and wrap-up events for the program.
- Attend all Chapter Board of Directors meetings and participate in Chapter activities.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



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.



CHAIR, FUNDAMENTALS OF FUNDRAISING

Position Description

Reports to: Vice President, Professional Development

The Chair, Fundamentals of Fundraising, for the Fort Worth Chapter of the Association of Fundraising Professionals (AFP) shall coordinate efforts with the Greater Dallas Chapter of AFP to present the “AFP Fundamentals of Fundraising” course as often as is feasible. This person shall act as the representative for the chapter for this collaboration to aid in hosting the training program and act as the chair for the event on an alternating basis with the Dallas Chapter. Specifically, the chair shall:

- Help plan and execute the Fundamentals of Fundraising course for the benefit of the AFP members and non-members that attend.
- Together with the Greater Dallas Chapter of AFP, establish and maintain a diverse committee to arrange and conduct the Fundamentals of Fundraising course.
- Coordinate the activities necessary to assure that the program is operated efficiently to the benefit of AFP and the two chapters.
- Help recruit faculty to evenly represent both the Fort Worth and the Dallas Chapters from available CFREs within the Chapters.
- Assure that all required contracts and agreements are properly executed and mailed to AFP International.
- Seek sponsors for the program to help fund scholarships and assure the financial viability of the program.
- Work closely with the Chapters and other non-profit organizations to promote attendance for the program.
- Maintain program records that include program descriptions, evaluations, faculty, and attendees.
- Attend all chapter board of directors meetings and participate in chapter activities.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.



CHAIR, SCHOLARSHIPS

Position Description

Reports to: Vice President, Member Services

The Scholarship Chair shall coordinate and promote the scholarship program on behalf of the Chapter. Scholarships include those created by the Chapter Board and those available through AFP International. While ultimately responsible for these duties, the Scholarship Chair, with the Board of Directors' consent, may delegate some duties and responsibilities to the Chapter Administrator.

Specifically, the Chair of Scholarships shall:

- Promote scholarship opportunities to Chapter members.
- Determine and recommend scholarship application procedures.
- Determine and recommend selection criteria.
- Make annual recommendations to the Chapter's Board of Directors regarding budgetary needs for the scholarship program.
- Coordinate the selection process, and select scholarship recipients based on established application and selection procedures and scholarship dollars available.
- Communicate, as appropriate, with applicants.
- Attend all Chapter Board of Directors meetings and participate in Chapter activities.
- Work with the Board and appropriate Directors and committee members to secure sponsorships for Chapter programs, the DFW Philanthropy in Action Conference and the National Philanthropy Day Luncheon.
- Review and suggest revisions to Chapter policies and procedures for consideration by the Board of Directors.
- Financially support the AFP Foundation for Philanthropy.
- Transfer, upon resignation/end of term, all records to successor.