

Maritime Fundraising Conference | Vice-Chair Job Description

Last updated: December 2025

Reports to: MFC Chair

Introduction

The Maritime Fundraising Conference (herein 'MFC') is an annual event hosted by AFP Nova Scotia to advance knowledge, networking and skill-building in the charitable sector. The Conference takes place annually in the fall and is organized by a group of committee volunteers comprising board and non-board members. The MFC committee is a sub-committee of the AFP Nova Scotia Chapter Board of Directors.

The role of MFC Vice-Chair is largely in support of and/or to stand-in for the MFC Chair, as needed. As such, the candidates for Vice-Chair should be familiar with both the Chair and Vice-Chair qualifications and responsibilities at the time of application and appointment. To ensure continuity, the Vice-Chair is trained for succession to the role of Chair.

The Vice-Chair accepts primary oversight of the MFC Registration and Logistics and MarComms and Accessibility portfolios in addition to supporting the MFC Chair with general conference oversight. The Vice-Chair strives to maintain a positive and cohesive volunteer experience on the committee.

Appointment

The MFC Vice-Chair shall be appointed by MFC Chair, Chair of the Nominating Committee and current Chapter President following successful application.

Responsibilities

- Cultivate a positive, collaborative and engaging experience for volunteer committee members and other key stakeholders.
- Take minutes and attendance logs at committee meetings.
- Present committee progress updates at weekly committee meetings
- Support procurement of venue and digital hosting platform.
- Submit written monthly progress updates to MFC Chair for presentation at board meetings.
- Support the selection, recruitment, and onboarding of volunteer vacancies.
- Oversee MarComms, Registration and Logistics and Accessibility and portfolios, provide accountability structures, mentorship and support to portfolio Leads.
- Contribute to budget drafting; responsible for budget adherence within portfolios of oversight.
- Fill in for the MFC Chair, as needed.

Accountability

The MFC Vice-Chair shall:

- Ensure written progress reports from primary areas of oversight are submitted to the MFC Chair.
- Stand-in for the MFC Chair to provide MFC progress updates at board meetings, as needed.
- Work with portfolio Leads to develop/amend work planning documents to ensure successful advancement of portfolio responsibilities and deliverables.

Qualifications

- Must be a resident of Nova Scotia or PEI.
- A friend of AFP Nova Scotia; both members and non-members shall receive equal consideration.
- Strong organizational skills and ability to balance and advance multiple project areas.
- Ability to read, amend and analyze budgets and other financial materials.
- General knowledge of the nonprofit sector in the Maritime context.
- Comfortable with networking and public speaking engagements.
- Self-motivated; ability to advance work under little supervision.
- Strong sense of accountability.
- Experience content development considered an asset
- Strong facilitation skills.
- High competence in problem-solving, decision-making and thought leadership.
- Personal commitment to and understanding of Inclusion, Diversity, Equity and Accessibility (IDEA) principles.
- Knowledge, interest and/or experience in event planning, project management and people leadership.
- Experience working with diverse stakeholder groups including volunteers, members, vendors, counsel and sponsors.

Term

The MFC Chair appointment is a thirteen (13) month term from approximately September - October. The selected Chair may renew their term upon board review and approval.

Recruitment Process

1. Applications open
2. MFC Chair leads recruitment and solicitation of applications.
3. MFC Chair, Head of Nominating Committee and current Chapter President review and shortlist qualified applications.
4. MFC Chair and Chapter President conduct interviews of shortlisted applicants.

5. Make a selection and call references.
6. Offer letter (signed by AFP NS Chapter President) presented to candidate.
7. Candidate signature.
8. Communication of recruitment outcomes with non-selected applicants.
9. Public Announcement of Vice-Chair appointment.