



AFPLI – Officials and Committee Responsibilities and Descriptions

President

The President shall be the chief elected officer of the chapter, shall preside at all meetings of the chapter and shall be an ex-officio member of all committees. The President shall conduct all business meetings using the parliamentary authority chosen by the chapter. As the chapter's chief elected officer, the President shall be responsible for all chapter business. He/she shall ensure that decisions, orders and resolutions of the Board of Directors are delegated and carried out, and that all required correspondence and reports are transmitted to AFP International Headquarters on a timely basis.

President Elect

The President-elect shall have authority as and assume the full duties of the President in case of his/her absence. The President-elect shall, in most cases, succeed the President in the leadership track. The chair is responsible for facilitating board orientation and assisting the President with a board governance. The chair will help develop the annual budget for approval and provide guidance for the finance committee.

Treasurer

The Treasurer shall be the fiscal officer for the chapter and is legally responsible for all funds, as outlined in the Chapter Bylaws. The chair will maintain all financial records, collect debts, make payments as authorized by the Board of Directors and provide the President with financial information needed from chapter records. The chair is responsible for monthly deposits and all other chapter receipts, in a timely manner. He or she will assist in preparation of the annual budget and monitor chapter expenditures. Monthly financial statements will be provided prior to each executive committee meeting.

Secretary

The secretary will prepare and distribute accurate minutes of all meetings of the chapter and Board of Directors (minutes of committee and member meetings shall be recorded if directed by the Board of Directors).

Membership

The Membership Committee is responsible for growing membership for the chapter through recruitment and retention. The Committee executes the membership recruitment and retention plan, coordinates with the IDEA Committee and Programming committee to promote member involvement and diversity. The Committee corresponds with current and potential members and implements events to encourage membership and member involvement at the local and national level. These events include but are not limited to new member orientation, AFP Socials, networking opportunities.

Professional Education

The committee develops and coordinates monthly educational programs and webinars for the chapter. The committee may also coordinate special programs such as CFRE Review Course and Fundraising Fundamentals Workshop for the chapter. The goal of the program committee is to respond to the educational needs of chapter members and others in the community.

Outreach and Social Media

The committee directs external marketing and public relations for the local chapter including the creation and placement of all appropriate media. Manages efforts to present the local chapter to the community in a positive light, advance membership, promote the high ethical standards and professionalism of members. Develop and advance strategy for establishing AFP as a brand that is held in high regard. Increase positive view of AFP chapter and its members within the local philanthropic community.

Inclusion Diversity Equity and Access - IDEA

The committee works with the other committees to promote diversity through membership, programming, and philanthropy. AFP has made great strides in encouraging people of diverse communities and backgrounds to join AFP; however, there is still much work to be done. AFP needs to be an association that is as diverse as the people represented by the organizations for which we work.

National Philanthropy Day

Philanthropy Day Long Island is part of the annual celebration of National Philanthropy Day (NPD). The Philanthropy Day Chairs will prepare and execute a plan for the annual = program, while coordinating with the Professional Education Chair to provide a program that expands upon and aligns with the monthly programming. The goal of the committee is to develop an event that respond to the educational needs of chapter members and others in the community.

Committee for Philanthropy Day is comprised of board members and AFP general members to assist in the planning and execution of the chapter's largest annual community event which celebrates the significant contributions of philanthropy with a local emphasis. Committee members will attend regularly scheduled meetings which will include the following components: venue/catering, application creation and honoree selection, event promotion, event logistics, PR (pre and post event), printed materials, program (script, donor stories, video), VIP/honoree reception, and more. The Committee offers many opportunities to get IDEA involved by using existing skills, enhancing skills and/or networking with development professionals.

Foundation Development/Be the Cause Campaign

Facilitates the Be the Cause Campaign, educating membership and securing 100% board support.

Past President & Nominating Chair

The chair of the Nominating Committee provides chapter leadership for subsequent year by securing a slate of qualified candidates to be elected to the Board of Directors by the membership of AFP Chapter. Oversees selection of qualified candidates to fill current vacancies. Supports the President and President-Elect, as needed.

Ethics & Mentoring

The Ethics & Mentoring Chair shall be responsible for forming a committee to pair advanced executives with those members who are new to the field of fundraising, contemplating a career change, or seeking expert guidance in order to provide one-on-one assistance that will enhance their knowledge and skills as development professionals. Further the Chair will hold an organized event or activity each year that either focuses on or incorporates the importance of ethics and ethical fundraising.

Government Relations

The Government Relations Chair (GRC) will work with the President, Board of Directors, and membership to provide regular updates on government relations issues.

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