Board of Directors Job Description

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. Robert’s Rules of Order serves as the parliamentary authority for the Association. 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.

Specific duties include, but are not limited to:

- Appoint/have elected the following officers and standing and temporary chairs:
  - President-Elect
  - Secretary
  - Treasurer
  - Membership Chair
  - Education Chair
  - Communications Chair
  - Government Affairs Chair
  - Foundation Development Chair
  - Diversity Chair
  - Mentoring & CFRE Chair
  - Scholarship Chair
  - National Philanthropy Day® Chair
  - Capital Conference Chair
  - Sponsorship Chair
  - Young Professionals Chair

- Notify AFP International Headquarters of all new officers by completing the Chapter Leadership Form due annually by December 15. Changes in elected or appointed officers due to resignation should be reported to IHQ immediately so that your chapter will continue to receive important information
• Call special meetings as necessary
• Make a special study of the chapter’s bylaws and see to the proper application of the bylaws in all chapter business and to the enforcement of the bylaws when necessary
• Be knowledgeable about and aware of all the business conducted by the chapter
• Ensure that Chapter Accord requirements are completed
• Serve as an ex-officio member of all committees (chapter bylaws determine whether with or without a vote)
• Prepare the agenda for all regular meetings and the Annual Meeting

Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
Board of Directors Job Description

President-Elect

The President-Elect fills in for the President when s/he is unavailable to preside over meetings or chapter business. The President-Elect is responsible for oversight of compliance with the chapter bylaws and chapter procedures and managing governance of the chapter as part of the Executive Committee. The President-Elect manages special projects as needed.

The President-Elect serves as one of the chapter liaisons to AFP International and represents the chapter at meetings such as Chapter Board Workshop and Leadership Academy as scheduled. These duties are shared and coordinated with the Chapter President.
Board of Directors Job Description

Past President

Specific duties include, but are not limited to:

- Prepare a slate of nominees for all elected offices
- Ensure that all members are provided with a copy of the slate of officers, according to notification procedures required by the chapter bylaws
- Work closely with committee members to ensure diversity and to see that the best qualified applicants are chosen
- Prepare a list of suggested individuals to fill appointed positions
- Choose knowledgeable persons to serve on your committee
- Work with the Newsletter Editor to place announcements regarding the slate of officers, scheduled elections, and the installation program in the chapter publication
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term
Board of Directors Job Description

Vice President of Membership

Membership is the chapter’s assurance of continuing operation and the basis for continued success in serving the needs of fundraising professionals and elevating the status of the profession. No chapter can survive without members to carry on the group’s work. The Membership Chair’s role in chapter survival cannot be overstated!

Role of the Membership Chair:
The Membership Chair accepts responsibility for the chapter’s year-end membership statistics. His/her role is to create interest in the recruiting and retention process, develop meaningful assignments for volunteers, and devise methods that will achieve chapter goals.

Responsibilities of the Membership Chair:

- Study current chapter statistics – determine strengths and weaknesses
- Set a goal for the number of new members to be recruited and the percentage of current members to be retained – familiarize yourself with the chapter “incentives” program and use the information when setting goals
- Develop a recruiting and retention plan, capitalizing on strengths and shoring up weaknesses;
- Work closely with the Membership Promotion Chair with goal setting & developing plan
- Include the Chapter Diversity Chair in development of the plan to ensure that recruiting efforts result in a diverse membership
- Review the plan with the Chapter Board of Directors – get Board support and determine budget allotted to recruiting and retention efforts
- Recruit volunteers from the chapter membership to assist in executing the plan
- Maintain a positive attitude and keep volunteers motivated
- Use the online reporting system provided by International Headquarters to monitor progress and resolve discrepancies in membership statistics
- Keep accurate records
- Report to the Board of Directors regularly
- Develop a plan to keep all those new members – develop a “stewardship” plan that will make all members feel valued
• Work with the Education/Programming Chair to ensure that at least one monthly event focuses on the benefits of AFP membership – or institute a 5-minute “member benefit” segment at monthly events
• Enlist as many volunteers as necessary to see that new members receive “welcome” calls, or to make periodic “member satisfaction” calls
• Ensure that any negative comments made by members during recruiting, retention or member satisfaction surveys are brought to the attention of the Board of Directors to be addressed as the Board sees fit
• Develop a system for tracking all the membership campaigns, keeping copies of promotional pieces, scripts, etc. to establish a membership recruitment and retention history to be turned over to the next Vice President of Membership or Membership Chair to update and maintain.
Board of Directors Job Description

Vice President of Education

- With a Co-Chair and Committee, the Vice President of Education guides the development of, and attendee recruitment for, enriching and diverse education programs; including roundtables, webinars, monthly speaker sessions, and CFRE programs.

The Education Committee develops programs which educate, inform, encourage and provide professional development for Chapter membership as well as non-member professionals.

Responsibilities include:
- Identifying key areas of interest and sought-after speakers for quarterly professional development Chapter meetings
- Working ahead of the Chapter meeting schedule by at least 3 to 4 months to determine and confirm speakers
- Communicating with and confirming speakers, with approval of Chapter President
- Relaying pertinent contract and logistical information for speakers to Chapter Administrator for promotional materials and marketing
- Surveying membership regularly to determine professional development needs
- Coordinating the summer webinar brown bag lunch session
- Recruiting additional committee members as needed
Board of Directors Job Description

Young Professionals Chair

- Develop young professionals’ leadership in the Chapter
- Expand horizons about careers in the philanthropic and nonprofit sectors
- Increase knowledge about the nonprofit sector and local community needs
Board of Directors Job Description

Sponsorship Chair

- Ensures long term success of the Chapter’s fundraising program through developing and executing a high quality sponsorship program.
- Oversees cultivation and solicitation of sponsors
- Liaisons with event sponsorship committees to ensure across the board benefits.
Board of Directors Job Description

Communications Chair

The Chair of the Communications Committee directs the Central Pennsylvania’s AFP Chapter in promoting the Chapter, AFP, the fundraising profession and philanthropy in general. The Chair works closely with the President and other Chairs to plan effectively. The Chair serves as a member of the Chapter board and reports to the board on committee progress.

The Communications Committee will develop an annual Marketing Plan for the Chapter. This plan will include ways to effectively promote meetings, conferences and events to members, potential members and the community.

Chair and Committee members required knowledge:

- Experience in marketing and media relations
- Proficiency in writing and editing
- Computer software knowledge
- A positive attitude about the fundraising profession and AFP

Principle activities of the committee:

- Develops and implements an annual marketing plan for the Central PA Chapter of AFP to promote membership, increase visibility of Central PA Chapter activities and the stature of the fundraising profession in the community working with the appropriate board members to accomplish this. Suggested topics to include in the Marketing Plan:
  - Events
  - Membership and the benefits of membership
  - CFRE and ACFRE
  - Community knowledge of AFP and the Chapter
  - Timely topics related to Philanthropy
  - AFP Code of Ethics
  - Donor Bill of Rights
  - Role of nonprofits in the community
- Reviews and approves all marketing and promotional items related to Central PA AFP Chapter activities
• Works with the Chairs of events and activities to develop marketing and PR materials i.e. National Philanthropy Day, Annual Conference, Chapter meetings, and others as requested
• Works with the Chapter Administrator to ensure that the chapter website is updated
• Recruit committee members for Communications Committee
Board of Directors Job Description

Scholarship Chair

Purpose: The purpose of the Scholarship committee is to assist the chapter with the promotion of the Chamberlain Fellowship and any local scholarship opportunities that the Chapter Board approves during the year.

Committee Members: This committee is generally comprised of the Chairman with assistance from 2 – 3 additional chapter board members to assist in deciding on awarding of scholarships.

Job Functions:

• Receive information on AFP International’s Chamberlain Fellowship (annual scholarship that a chapter can award to a first time attendee of the AFP International conference.)
• Promote the Chamberlain Fellowship to chapter members (usually the September - October timeframe.)
• With an ad-hoc committee select best nomination that meets the AFP International Chamberlain Fellowship criteria and present to Chapter Board for approval
• Submit Chapter approved Chamberlain Fellow to AFP International by deadline (usually in late October.)
• Promote any other local scholarship opportunities approved by the board (generally the Chapter’s Capital Conference.)
• Report to the board on any scholarship needs
Board of Directors Job Description

Secretary

The Secretary of the Board of Directors will attend all meetings of the AFP South Central Board Chapter including the Annual Meeting held in December. The Secretary will take Minutes of each meeting, type them into an appropriate format or program and forward them via mail or email to the President. The President will include the minutes in the Board Packets that is sent to all the Board members via mail or email.

At each meeting, the Secretary will ask the Board Members if there are any corrections or additions to the Minutes from the previous meeting. If none are addressed, the secretary will note so in the current meeting Minutes. If approved, Secretary will place a copy of approved Minutes in the respective Meeting file.

The secretary will also keep a full packet of material reviewed at each meeting in a binder that will be maintained by the secretary. Upon resignation, the residing secretary will pass all Minutes binders onto the incoming secretary.
Board of Directors Job Description

Mentoring & CFRE Chair

The Mentoring & CFRE Chair is responsible for forming a committee to pair experienced fundraising professionals with those members who are new to the field. Mentors may also be sought for those contemplating a career change or seeking guidance to become more proficient in a specific area of fundraising. Mentors may also be paired to assist members in readying for the ACFRE or CFRE exam.

The Chair will serve as a member of the Board of Directors of the Central Pennsylvania Chapter of AFP. The Chair will make reports to the chapter board about the mentoring program.

Mentor & CFRE tasks include, but are not limited to:

- Communicate via email and at the podium during meetings to promote the Mentor Program opportunities to all AFP members
- Make appropriate matches, notifying mentors who their mentees will be
- Evaluate the program annually and make adjustments as necessary
- Provide an application for mentees to sign up for assistance
- Provide a survey at the completion of the partnership for feedback and suggestions
- Budget appropriately within the Chapter budget for the needs of the mentor program
- Hold gatherings for those interested in being mentors or mentees to attend and learn about the program
- Every other year distribute sign-up forms for members to identify their willingness to be mentors and what topics they would like to nurture
Board of Directors Job Description

Foundation Development Chair

Organize, manage, and promote the annual “Be the Cause” fundraising campaign for Chapter members.

- Meet the low range giving goal for the tiered model, achieving a 25% cooperative annual fund distribution.
- Achieve 100% board giving
- Reach at least a 90% pledge fulfillment rate
- Increase total funds raised
- Increase participation rate
Board of Directors Job Description

National Philanthropy Day Chair

National Philanthropy Day® (NPD) is a special day set aside to recognize the great contributions of philanthropy and those people who are philanthropically active in enriching the communities of which we live, work and play. The Central Pennsylvania Chapter of the Association of Fundraising Professionals honors local community and business leaders during a celebration luncheon held in conjunction with the Capital Conference. Categories for recognition include: Philanthropist of the Year, Volunteer of the Year and Professional Fundraiser of the Year.

Responsibilities:

- Oversees all aspects of the annual award luncheon to honor philanthropy in the local area, including promoting nominations, evaluating nominations with the NPD Committee (consisting of prior recipients), informing the recipients, managing the logistics for the luncheon, and securing an emcee for the luncheon.
- Submits nominations to International for AFP’s Awards for Philanthropy.
Board of Directors Job Description

Government Affairs Chair

Job Description
The chapter Government Relations Chair is responsible for keeping chapter members informed of important public policy issues related to philanthropy and fundraising. The Chair acts as a liaison between his/her chapter, other AFP chapters, and the Government Relations Committee. Each Government Relations Chair automatically receives AFP’s monthly Public Policy Update, which informs members of new legislative and regulatory developments affecting fundraising and philanthropy.

Specific duties include, but are not limited to:
• Report to the Chapter President, Board of Directors, and membership at regular intervals on issues related to government relations
• Alert Chapter President and membership, as well as AFP International Headquarters, to issues or situations that must be addressed immediately
• Encourage member involvement in government relations at the local, state/provincial, and federal levels
• Participate in state/provincial chapter legislative coalitions coordinated through AFP’s International Headquarters
• Maintain records of chapter involvement in government relations programs
• Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term

The functions of the chair are as follows:
• Monitor local issues and report any developments to AFP’s Public Affairs Department. Once AFP’s International Headquarters is aware of the issue/development, the Public Affairs Department will notify other chapters and assist in developing an appropriate response.
• Inform members of important developments and distribute appropriate materials in a timely manner. From time to time, AFP will send out alerts to its Government Relations Chairs and Activists that require immediate action. These Alerts should be copied and distributed to chapter members. Chapters are encouraged to have an e-mail tree or other system of streamlined communication in place.
• Encourage members to write letters on public policy issues. Chairs should encourage members to write letters on pressing issues, especially if a legislative alert has been issued. All alerts will come with a sample letter, which members can use as a base for their own letter. On state/provincial issues, chairs should consider sending a letter to key officials from the chapter signed by the President and other chapter leaders. AFP’s Public Affairs Department can assist in these activities.

• Act as an advocate and key contact for the AFP Political Action Committee. Contributions to the PAC allow AFP to support members of the Senate and House of Representatives who, in turn, support legislation favorable to charitable fundraising and philanthropy. Chairs should be familiar with the PAC and how it works and encourage chapter members to contribute to AFP PAC. By federal law, only U.S. members can give to AFP PAC.

Chairs are always welcome to contact the AFP Public Affairs Department at 800/666-3863, ext. 484, or paffairs@afpnet.org, with questions or for any sort of assistance!
Board of Directors Job Description

**Treasurer (The Chapter Treasurer is assisted by the Chapter Administrator)**

**The Administrator:**
1. Prepares all reports, including required federal tax forms
   a. Completes and mails Form 1099-MISC to Chapter Administrator and Form 1096 to IRS by January 20
   b. Completes and mails Form 990-EZ to IRS by May 15
2. Collects all monies
3. Handles all deposits
4. Prepares all checks for signature
5. Pays all bills
6. Working with chapter president and treasurer, prepares draft budget

**The Treasurer:**
1. Reviews three reports:
   a. Financial statement for board
   b. Detailed report of monthly expenditures
   c. Monthly bank statement
2. Reviews monthly financial report at all board meetings
3. Reviews expenditures and signs checks
4. Reviews and signs Administrator’s Form 1099-MISC and IRS’ Form 1096
5. Reviews and signs IRS’ Form 990-EZ