**AFP BOARD JOB DESCRIPTIONS**

**Approved 11/14/17**

Duties common to all Board members:

1. Attend the scheduled meetings of the Board of Directors.
2. Attend the Annual Meeting and make every effort to attend the other meetings along with chapter functions.
3. Assist the Membership committee chairs.
4. Serve in an outreach capacity to welcome new and ongoing members and guests at chapter functions.
5. Submit committee newsletter articles based on the Communications calendar.
6. Provide input to the Treasurer on the budget related to his/her board position and monitor the budget throughout the year.
7. Maintain webpages relevant to the board position by sending edits/changes to the Chapter Administrator.
8. Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
9. Other duties outlined in the Board Commitment Agreement.

**President**

The President shall be the Chief Elected Officer of the chapter and shall preside at all meetings of the chapter and is responsible for all chapter business.

**President-elect**

The President-elect shall have authority as and assume the full duties of the President in case of his/her absence and will succeed the President in the leadership track.

**Secretary**

The Secretary shall attend all board meetings and take and distribute minutes and work with the Chapter Administrator and other Chapter Leaders to file appropriate paperwork for local and national requirements.

**Treasurer**

The Treasurer shall be the fiscal officer for the chapter and is responsible for all funds, as outlined in the chapter bylaws.

**Vice President – Programming**

Oversee and advise Programs, CFRE & Senior Forum, NC Conference board positions.

**Programming Chair**

Prepare and execute a plan for monthly chapter programs, including recruiting speakers and sourcing facilities, through the facilitation of a programming committee.

**CFRE and Senior Forum Chair**

Responsible for ensuring luncheon/program topics are approved for CFRE credit and emailing attendees the correct tracker—work with the Programming Chair and the Chapter Administrator.Convene 1-2 Senior Forum events each year (usually with a Speaker of Significance) and determine the cost based on available funds and the opportunity.

**NC Philanthropy Conference Chair**

The term typically spans from the year prior to and during hosting the conference in Charlotte and the Chair is responsible to recruit, structure, and lead the volunteer committee responsible for programming, marketing, and generating revenue for the conference.

**Vice President – Outreach**

Oversee and advise Communications, External Relations, Sponsorship, National Philanthropy Day Chair & Co-Chair and Legislative board positions.

**National Philanthropy Day Co-Chairs**

The National Philanthropy Day Chair and Co-Chair work together to execute the annual National Philanthropy Day luncheon. This event honors individuals and organizations that have enhanced philanthropy in the Charlotte region. The award celebration is held every November.

**Communications Chair**

Coordinate the preparation of all materials to ensure consistency in use of logo, chapter name, presentation of chapter mission and goals, etc and prepare yearly the communications calendar for newsletter articles and communicate deadlines to BOD.

**Vice President – Membership**

Oversee and advise Retention/Recruitment, Mentoring, Affinity Groups, and Scholarship chairs.

**Recruitment/Retention Chair**

Work with the VP of Membership to prepare and execute a membership recruitment and retention plan and welcome events and coordinate with the Chapter Administrator to ensure meeting registrations are covered, guests and members are greeted, and that guests and members receive follow up.

**Affinity Group Chair**

Recruitment of committee leads to ensure that each person is comfortable and enthusiastic about leading his or her respective Affinity group and serve as an ongoing resource to the group leads to determine guest speakers, logistics, and ways to engage members.

**Scholarship Chair**

Manage and establish a committee for blind review of scholarship applications (never revealing the identities of the candidates and voting only in the case of a tie.) Manage scholarship allocations of the budget as approved by the Board of Directors (International Conference, Review Courses, NC Philanthropy Conference and Chapter Membership).

**Mentoring Chair**

Create a committee to review applications for mentors and mentees and manage a timeline for applying, participating, programming, etc.

**Vice President – Special Initiatives (rotating)**

This role is intended to be a rotating position that is attached to one of the new strategic initiatives (IDEA, Community Impact, Higher Education, Advocacy, Talent Recruitment) and may move from year to year. Work with President-Elect and other board leadership to ensure ongoing implementation of strategic plan.

**Community Impact Chair**

Manage relationships with external partners ensuring a mutually beneficial relationship and write and distribute press releases as needed.

**IDEA Chair**

The IDEA Chair will be responsible for implementing and monitoring the Chapter’s IDEA goals and objectives, and to ensure that IDEA is incorporated into all aspects of the Chapter’s operations. This person should be deeply committed to the vision of IDEA as promoted within the Chapter.

**Higher Education Chair**

Serve as liaison to various colleges and universities that have the potential of becoming collegiate chapters associated with the Charlotte Chapter.

**Advocacy Chair**

Along with the President, serve as key ambassador of AFP Charlotte in the community. Monitor national, state, and primarily local issues that could impact fundraising, the nonprofit sector, and/or AFP.

**Talent Recruitment Chair**

Work within the Chapter and the community to develop a pipeline of talent for the fundraising/nonprofit sector and identify areas of opportunity to promote employment within the sector, such as job/volunteer fairs, etc.