**AFP BOARD JOB DESCRIPTIONS**

**Approved 8/1/2023**

**President**

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

Specific duties include, but are not limited to:

* Manage the Chapter Administrator.
* Serve on the Nominating Committee to ensure diversity and to see that the best qualified applicants are chosen. Help fill roles that may become vacant throughout the year due to unforeseen circumstances.
* Assist in stewarding chapter sponsors and members including writing notes to all new members.
* Be a liaison with AFP International Headquarters and represent the Charlotte chapter of AFP at IHQ Large Chapter Meeting in Arlington, VA in Jan/Feb and the International Conference in the spring. (The chapter covers the expenses in adherence with the travel policy.)
* Work with the Chapter Administrator to notify AFP International Headquarters of all new officers by completing the Chapter Leadership Form due annually by December 15.
* Oversee the financial stability of the chapter and be authorized to sign on the bank account.
* Represent the AFP Charlotte Board at National Philanthropy Day.
* Call Executive Committee meetings and special meetings as necessary.
* Know 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).
* Ensure quorum at each Board meeting for voting purposes.
* Prepare the agenda for all board meetings.
* Ensure board’s adherence to strategic plan.
* Oversee the Chapter Administrator’s compiling information for AFP International’s Ten-Star award application and submit Ten-Star application on time.

**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 succeed the President in the leadership track.

Specific duties include, but are not limited to:

* Become acquainted with all the duties of the President and other officers.
* Be familiar with the chapter’s bylaws and operating procedures.
* Be familiar with the duties of all the committees.
* Act as a liaison between the committees, Board of Directors and AFP Global, as requested by the President.
* Perform duties as assigned by the President. Assume voice of leadership – second to the president – in advising board members and administrators on Chapter matters.
* Be a liaison with AFP Global and represent the Charlotte chapter of AFP at Leadership Academy. (The chapter covers the expenses in adherence with the travel policy.)
* Serve on the Nominating Committee to ensure diversity and to see that the best qualified applicants are chosen.
* Plan new board orientation and retreat in the fall after the new officers are elected.
* Step in to assist in the unfortunate circumstance of any board vacancies that may occur throughout the year.
* Ensure ongoing implementation of Chapter strategic plan, including driving board member’s progress on goals, and updating materials as needed. Lead the creation of a new strategic plan as appropriate.

**Secretary**

Specific duties include, but are not limited to:

* Attend all board meetings and take minutes. (In the event of absence, he/she should find a board member or administrator to take minutes.)
* Prepare and distribute accurate minutes of all meetings of the chapter to the Board of Directors in advance of the following meeting. (Minutes of committee and member meetings shall be recorded if directed by the Board of Directors.)
* Prepare correspondence at the direction of the President and/or Board of Directors.
* Work with the Chapter Administrator to maintain chapter files of correspondence and program materials. A permanent file shall be maintained to house founding documents as well as updated copies of Bylaws, Articles of Incorporation, Certificate of Incorporation, Chapter Resources Guide and Policies.
* Provide copies of the latest versions of these documents to all directors annually.
* Ensure the Board of Directors is educated about the Accord and their responsibilities in the Accord process.
* Oversee the Chapter Administrator’s compilation of information for AFP International’s annual Accord application and submit Accord on time.
* Communicate with the entire board on the status of Accord application.
* Ensure that the Board of Directors is educated about the Ten-Star award and their responsibilities in the award process, as well as communicate the status of the application and award.
* Work with various board members including Programming and National Philanthropy Day to ensure that the chapter will have completed activities necessary to apply and receive the Ten-Star award each year.
* Assist in development and execution of chapter strategic plan, goals, and budget.
* Work with the Chapter Administrator to secure the Charitable Solicitation License.

**Treasurer**

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

Specific duties include, but are not limited to:

* Oversee the financial stability of the chapter and be authorized to sign on the bank account.
* Maintain all financial records, collect debts/invoices, and make payments as authorized by the Board of Directors in a timely manner.
* Present to the Board of Directors at each monthly board meeting the financials for majority voting.
* Maintain the chapter’s financial recording system with the Chapter Administrator and recommend improvements as necessary.
* Pick up the mail weekly.
* Lead the preparation of the annual budget and monitor chapter expenditures.
* Oversee the preparation federal tax filings, mail in a timely manner, and ensure a copy is immediately mailed to AFP International Headquarters.
* Ensure that state requirements for charities registration are fulfilled, including initial registration, annual reports and/or financial documentation that may be required by law, as well as providing copies of the filed documents to AFP Global.
* Assist in development and execution of chapter strategic plan, goals, and budget.
* Maintain financial reserves, including making recommendations to the board of directors to add to or pull from reserves.

**Vice President – Programming**

The chapter provides a variety of programming opportunities to support the professional development and networking needs of members.

Specific duties include, but are not limited to:

* Advise and support the chairs for Programming, CFRE & Senior Forum, and NC Philanthropy Conference as they develop programs to support the needs of members.
* Serve on the NC Philanthropy Conference committee as a member of leadership and/or a committee.
* Assist in development and execution of chapter strategic plan, goals, and budget.
* Assist coordination when projects involve multiple board positions or focus areas.
* Encourage chairs to involve chapter members on committees and in activities and ensure succession plan for board positions.
* Schedule and run regular check-in meetings with committee chairs.
* Support assignments made by the President.

**Programming Chair**

The Programming Chairs develop education programs to help fundraising professionals expand their professional and personal skills. Specific duties include, but are not limited to:

* Prepare and execute a plan for monthly chapter programs.
  + Convene a Programming Committee of AFP members to develop ideas for monthly meeting topics.
  + Book speakers for the monthly programs and/or assign booking tasks to committee members that have an existing relationship or interest in the topic. Manage communication with speakers before, during, and after the meeting.
  + Work with the Chapter Administrator to coordinate and book facility, arrange meeting space set-up and menus, and arrange technology and host for virtual programs.
  + Introduce speaker and/or arrange for introduction during meeting.
* Provide programs for members of all types. Seek programs and experts that reflect chapter goals including the principles of inclusion, diversity, equity, and access (IDEA)
* Work with the Chapter Administrator to ensure programming meets 10 Star requirements.
* Coordinate with Chapter Administrator to submit programming information to CFRE International to receive CFRE credit for every education program.
* Work with the Communication Chair and Chapter Administrator to publicize programs.
  + Provide meeting information and descriptions to the Chapter Administrator and Communication’s Chair for inclusion on the AFP Charlotte website and monthly e-newsletters.
  + Encourage Board Members and partners to promote programs.
  + Coordinate public recognition such as a thank you on chapter social accounts.
* Work with Sponsorship Chair, Communications Chair, and Chapter Administrator to ensure sponsors get benefits associated with AFP monthly programs.
* Coordinate with Senior Forum Chair to identify topics/speakers of interest for professionals with 15+ years of development experience.
* Work with the VP of Membership to coordinate meetings with socials or other membership-related events.
* Serve on Program Committee of NC Philanthropy Conference (AFP Statewide Conference) or arrange for delegate from Programming Committee to sit on the Program Committee.
* Develop and adhere to annual budget.
* Facilitate honorarium requests via VP Programming and Treasurer.

**CFRE and Senior Forum Chair**

The CFRE and Senior Forum Chair focuses on promoting certification and supporting the professional development and networking needs of the chapter’s most experienced members.

Specific duties include, but are not limited to:

**CFRE**

Serve as resource for the Certified Fundraising Executive (CFRE) program for the Charlotte chapter, including:

* Verify with the Programming Chair and the Chapter Administrator that all eligible chapter education programs are submitted and approved for CFRE credit.
* Coordinate a process with the Chapter Administrator for providing program attendees with a certificate of attendance suitable for use as a CFRE tracker.
* Promote and manage scholarships and reimbursements for members taking the test for first time or re-certifying. Coordinate scholarship process with Scholarship Chair.
* Motivate members of the Board of Directors to begin the CFRE process.
* Ensure chapter materials include CFRE or ACFRE for all members who have earned their certifications.
* Provide and maintain CFRE content for chapter website and newsletter. Coordinate with Communications Chair to promote pursuing certification at least twice/year. Share resources and/or coordinate study groups.
* Maintain an updated list of chapter ACFREs/CFREs and recognize them at meetings such as by ensuring their credentials are on their nametags.
* Report to the Board on the number of CFRE/ACFRE members and efforts to increase the number at least twice/year.
* Coordinate with Communications Chair to recognize new ACFREs and CFRE's in the chapter newsletter and social accounts.
* Serve on NC Philanthropy Conference Committee (if CFRE Review Course is being offered). Secure presenters, coordinate logistics and marketing, and coordinate with Conference Administrator about receiving CFRE approval and co-promotion efforts.

**Senior Forum**  
Senior Forum is an invitation-only subgroup of AFP Charlotte for members with 15+ years of experience. The education and networking needs of Senior Forum members are different than the needs of the general membership. Senior Forum exists to meet those needs and retain their experience for the benefit of other chapter members.

* Convene 1-2 Senior Forum events each year. Events may include education sessions with an invited speaker or social/networking engagements. Coordinate with Programming Chair, Chapter Administrator, and Communications Chair as appropriate regarding planning. Logistics, and communication.
* Encourage Senior Forum members to remain active in the chapter such as through the mentor program, offering their expertise at programs and the conference, facilitating CFRE study groups, attending chapter events, and Board service.

**NC Philanthropy Conference Chair**

The NC Philanthropy Conference is a statewide annual conference that convenes fundraising professionals from across the state for a day (or multiple days) of education and networking. The conference is co-led by AFP Charlotte and AFP Triad. It alternates being hosted in each region and led by a representative from the host chapter. This is a two-year position, beginning as a Co-Chair when AFP Triad hosts then serving as Chair when AFP Charlotte hosts.

Specific duties include, but are not limited to:

* Recruit, structure, and lead a volunteer committee responsible for all facets of a successful event, including programming, marketing, sponsorships, logistics,and pre-conference opportunities such as Fundamentals of Fundraising and CFRE Review courses. Each committee will have a chair and/or co-chair and committee members recruited from both chapters.
  + Determine date, location, theme.
  + Issue requests for proposals, select speakers, coordinate speaker contracts, and arrange for CFRE approval.
  + Coordinate facility set up, schedule, technology, meals, volunteers, and all logistics related to the event(s).
  + Develop sponsorship opportunities and meet with Sponsorship Chair, NPD Chair, and NPD Co-Chair to coordinate sponsorship solicitations.
  + Market the conference to meet attendance goals and budget.
* Develop and manage the conference budget to ensure a profit for each chapter, which has historically been $5,000 - $7,000 per chapter.
* Work closely with the Conference Administrator to successfully plan and execute the conference.
* Liaise closely with representatives of AFP Triad to ensure active participation and engagement in the conference.

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**Vice President – Outreach**

Specific duties include, but are not limited to:

* Oversee and advise Communications, Sponsorship, National Philanthropy Day Chair & Co-Chair and Advocacy board positions.
* Encourage involvement of members in all chapter activities and in marketing those activities.
* Undertake special projects related to outreach.
* Support assignments made by the President.
* Schedule and run regular committee check-in meetings.
* Assist in development and execution of chapter strategic plan, goals, and budget.
* Assist coordination when projects involve multiple board positions or focus areas.
* Coordinate with other VPs as needed to share relevant information with the chairs on the outreach committee.

**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.

The **National Philanthropy Day Chair** is responsible for managing all aspects of the NPD event, including but not limited to:

* Oversee a committee of AFP volunteers who plan and execute the event and coordinate monthly committee meetings.
* Manage the nominations process, including timeline, publicity, committee review of the nominations, and the convening of a selection committee composed of past award winners to select the current year’s honorees.
* Manage all event publicity, including working with the Communications Chair/Chapter Administrator on regular newsletter articles, e-blasts, and social media posts. NPD Chair/Co-Chair responsible for sharing NPD content (video, stories, etc.) with Communications Chair.
* Meet with Sponsorship Chair, NC ConferenceChair(s), and NPD Co-Chair to coordinate sponsorship solicitations.
* Determining sponsorship opportunities, publicizing opportunities, securing event sponsors, and stewarding them. Work with Sponsorship Chair to secure Bronze Sponsorship Level and above, while committee members are responsible for table hosts & individual ticket sales.

The **National Philanthropy Day Co-Chair** works with the Chair to execute all tasks mentioned above. The Co-Chair is expected to serve as NPD Chair the following year, and consequently serves as the Chair’s right-hand. The Co-Chair year is a chance to shadow the Chair and prep for the upcoming year’s luncheon. Co-Chair specific tasks include:

* Secure the venue for the following year’s luncheon.
* Identify the Co-Chair and form the committee for the following year’s NPD.
* Scheduling committee meetings for the following year.
* Prepare a proposed budget for the following year.
* Proactively prep for the coming year’s luncheon, including:
* Determining nominations process and addressing any award changes with the AFP Board.
* Identifying sponsors that require advance requests.

**Communications Chair**

Specific duties include, but are not limited to:

* Coordinate the preparation of all materials to ensure consistency in AFP’s branding, use of the AFP Charlotte logo, chapter name, presentation of chapter mission and goals, etc.
* Prepare an annual communications calendar for newsletter articles.
* Work with the Chapter Administrator to remind Board members of content assignments and deadlines.
* Place articles in the chapter newsletter that will assist chapter members by keeping them informed of chapter activities and the value of membership.
* Work with the Chapter Administrator and other board members to send e-blasts promoting events or sharing news/deadline reminders when content is time-sensitive.
* Write and/or oversee social media posts on AFP Facebook and AFP Twitter accounts as well as the AFP LinkedIn Group.
* Work with the Chapter Administrator to refresh the AFP website branding and overall look/feel as needed,
* Work alongside other board members to ensure their individual pages are updated with the most accurate program and contact information.

**Vice President – Membership**

Specific duties include, but are not limited to:

* Oversee and advise Retention/Recruitment, Mentoring, Affinity Groups, and Scholarship chairs.
* Participate in efforts, collaborating with the Retention & Recruitment, to develop and implement membership strategies for retention, recruitment, and new members.
* Act as the liaison between the Chapter President and AFP International Headquarters on membership matters.
* Follow up on any membership-related correspondence received from AFP International Headquarters or chapter members.
* Keep (with the Chapter Administrator) the membership roster up to date and provide AFP International Headquarters with any address corrections or discrepancies.
* Coordinate mid-year and end-of-year socials for members, in conjunction with other program committees as needed.
* Track membership numbers throughout the year.
* Create ways to enhance benefits to chapter members.
* Provide recognition opportunities for long-term members in April – lapel pin to 10-year members (mail), coffee mug with candy for 25-year members (at program). Work with the Chapter Administrator to include the names on program slide and in monthly newsletter.
* Coordinate regular meetings (bimonthly, quarterly) with Membership chairs to work on overall membership goals.
* Assist in development and execution of chapter strategic plan, goals, and budget.
* Assist coordination when projects involve multiple board positions or focus areas.
* Work with the President (handwritten notes) and Administrator (welcome email and program recognition) to coordinate new member outreach.

**Recruitment/Retention Chair**

Specific duties include, but are not limited to:

* Work with the VP of Membership to prepare and execute a membership recruitment and retention plan.
* Coordinate with the Chapter Administrator to ensure meeting registrations are covered, guests and members are greeted, and that guests and members receive follow up.
* Develop a program to welcome new members and encourage their participation in chapter activities.
* Work with the VP to create ways to enhance benefits to chapter members.
* Work with VP to coordinate socials/networking events.
* Coordinate with the Chapter Administrator to provide member anniversaries and guests for the program PowerPoint.
* Create a process of follow up emails for guests, new members, lapsed members, and lapsing members, to be sent monthly.
* Recruit a committee of 3-6 people for email follow ups and guest registration/greeting.
* Become familiar with AFP International Headquarters (IHQ) Membership Recruitment & Retention Manual to adapt strategies as appropriate. (Manual can be found in the chapter resources section of the Member Gateway – see Section XIV of this manual titled Program Materials & Manuals).

**Affinity Group Chair**

Specific duties include, but are not limited to:

* Recruitment of committee leads ensuring that each person is comfortable and enthusiastic about leading their respective Affinity group.
* Serve as an ongoing resource to the group leads to determine guest speakers, logistics, and ways to engage members.
* Increase awareness of our Affinity groups as an AFP member benefit.  Provide updates to the Communications Chair to include in the newsletter throughout the year.
* Determine the chapter interest in the current group topics (annual giving, major gifts, planned giving, new fundraising professionals and small shops) and explore areas of interest for possible new topics.
* Send affinity group leaders and descriptions to the Chapter Administrator at the beginning of year to ensure website is accurate.
* Provide a thank you gift to each group leader at the end of the year using Affinity Group budget. (i.e., a small gift card to affinity group leaders’ favorite lunch restaurant or coffee shop)

**Scholarship Chair**

Specific duties include, but are not limited to:

* 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.) Submit committee names to the Chapter Administrator.
* Manage scholarship allocations of the budget as approved by the Board of Directors (International Conference, Review Courses, NC Philanthropy Conference and Chapter Membership).
* Serve as the main point of contact for scholarship applications.
* Work with the Chapter Administrator to update forms/website.
* Establish deadlines (as necessary) and answer questions from candidates.
* Notify recipients and approve receipts for reimbursement (following AFP reimbursement procedures and expense policies.)
* Ensure scholars are aware of AFP Charlotte’s travel policy and all requirements are completed.
* Advertise scholarship opportunities.

**Mentoring Chair**

Specific duties include, but are not limited to:

* Create a timeline for applying, participating, programming, etc.  Communicate relevant information to Chapter Administration, Communication’s Chair, and Board for promotion/advertisement.
* Match and/or solicit mentor/mentees as needed.
* Encourage regular communication between mentor/mentee pairs.
* Provide appropriate recognition for pairs (website, Facebook, program, etc.)
* Share helpful resources of successful mentor/mentee relationships, as identified.
* Manage budget for program, including $25 stipend for each pair to use on a book/learning material or coffee/lunch.  Liaison to Treasurer for reimbursements.
* Submit names of mentor/mentees to the Chapter Administrator, to verify AFP membership.
* Host meetings for all mentor and mentee pairs twice a year (one encouraged to be a kick-off and one to overlap with AFP holiday event).

**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. Specific duties in addition to chair responsibilities include, but are not limited to:

* Work with President-Elect and other board leadership to ensure ongoing implementation of strategic plan.
* Specifically focus on new initiatives/priorities identified within the strategic plan.
* Provide oversight and direction to others board chairs within this functional area.
* Maintain individual chair role/focus as well.
* Schedule and run regular committee check-in meetings.
* Assist in development and execution of chapter strategic plan, goals, and budget.
* Assist coordination when projects involve multiple board positions or focus areas
* Support assignments made by the President.

**Community Impact Chair**

Specific duties include, but are not limited to:

* Write and distribute press releases as needed.
* Pitch relevant content to media.
* Manage relationships with external partners ensuring a mutually beneficial relationship.
* Identify, develop, and cultivate relationships with other community leaders and organizations in the fundraising/nonprofit sector.
* Explore partnerships and collaborations that are mutually beneficial to partner organizations.
* Serve as an ambassador of AFP Charlotte in the community.
* Develop a list of local and regional media representatives and build relationships with members of the media.
* Work with others in the Special Initiatives functional area to ensure ongoing progress on strategic plan.
* Support assignments made by the President.

**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.  The ultimate goal should be for the membership to reflect the demographics of the Charlotte community, as well as to represent the broad range of organizations and development shops promoting philanthropy and ethical fundraising.

Specific duties include, but are not limited to:

* Report to the Chapter President and Board on a regular basis as to the committee’s objectives and activities.  This should be delivered at least once per year.
* Coordinate and plan with Membership Chair to promote diverse populations in membership.
* Recruit members for and manage the IDEA Committee.  Ensure a mix of broad backgrounds is represented and incorporate board members or volunteers from other areas of the Chapter if possible (Membership, Outreach, & Programming).
* Work with the Nominating Committee to make sure the Board of Directors is representative of the community that the Chapter serves.
* Work with the Program Chair to plan a yearly IDEA-related session.
* Consider having IDEA programming at the NC Philanthropy Conference.
* Assess the Chapter for its IDEA efforts.  Determine where the Chapter currently is and where it would like to go.  Encourage the completion of member demographic information.
* Work with the NPD Committee to ensure nominations are equitable and encourage participation in the Champion of Diversity award.
* Provide an annual article on IDEA for the Chapter newsletter and provide diversity-focused content on the Chapter’s Facebook page.
* Assist the Chapter Administrator in applying for the Friends of Diversity designation by the end of January each year.
* Promote and/or assist in leading Affinity Group efforts if one is implemented by the Chapter.
* Encourage involvement of members in promoting diverse populations in the Chapter and in their own organization; respond to needs of Chapter members by utilizing IHQ IDEA resources.

**Higher Education Chair**

Specific duties include, but are not limited to:

* Serve as liaison to various colleges and universities that have the potential of becoming collegiate chapters associated with the Charlotte Chapter.
* Identify, develop, and cultivate relationships with local colleges and universities, identifying staff and programs that align with AFP.
* Encourage participation in Chapter programming by college students and staff.
* Work with Program team as needed to provide content that is applicable and desirable to college students.
* Work with others in the Special Initiatives functional area to ensure ongoing progress on strategic plan.
* Support assignments made by the President.

**Advocacy Chair**

Specific duties include, but are not limited to:

* 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.
* Engage with government officials, community leaders, sector professionals, and others to advocate for identified issues.
* Serve as a voice for the fundraising/nonprofit sector in the community, promoting best practices and ethics in fundraising.
* Liaison with AFP International Headquarters to stay informed on legislative issues.
* Report to the Chapter President, Board of Directors, and membership at regular intervals on issues related to government relations.
* Alert AFP International Headquarters anything pertaining to NC government that impacts the nonprofit sector.
* Encourage member involvement in government relations at the local, state, and federal levels.
* Develop initiatives that educate officials on the role and importance of the nonprofit sector.
* Work with the Program Chair to ensure that at least one chapter meeting annually is devoted to legislative issues.
* Maintain records of chapter involvement in government relations programs.
* Work with the Communications Chair to place relevant articles on government relations in monthly newsletter or social media.
* Work with others in the Special Initiatives functional area to ensure ongoing progress on strategic plan.
* Support assignments made by the President.

**Talent Recruitment Chair**

Specific duties include, but are not limited to:

* Work within the Chapter and the community to develop a pipeline of talent for the fundraising/nonprofit sector.
* Identify areas of opportunity to promote employment within the sector, such as job/volunteer fairs, etc.
* Maintain perspective on different paths to the sector – new professional, lateral entry from corporate, seasoned professional retention – and identify areas of outreach and promotion.
* Work with others in the Special Initiatives functional area to ensure ongoing progress on strategic plan.
* Support assignments made by the President.