



Board Member Job Descriptions

Officers

- **President**

The President of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) shall have all the powers and shall perform all the duties commonly incident to and vested in the office of the president of an organization including, but not limited to, chairing all meetings of the board of directors, preparing the agenda for the regular meetings, having general knowledge of the responsibility for supervision of the duties as the board of directors, and supervising the Chapter Administrator. The president shall serve in ex-officio capacity, without vote, on all committees of the chapter.

Specifically, the president shall:

- Serve as chief elected officer for the chapter's business and see to it that decisions, orders and resolutions of the board of directors are delegated and carried out, as well as required correspondences with, and to, the AFP Service Office.
- Use parliamentary procedure for all business meetings.
- Ensure that election of officers occurs in a timely fashion in accordance with the chapter bylaws and install president-elect, past president, treasurer and secretary at the January meeting.
- Supervise the work of the Chapter Administrator and ensure completion of appropriate tasks through this position.
- Notify AFP Service Office of all elected officers within two weeks of election.
- Direct the activities of members of the board of directors.
- Establish task forces and ad hoc committees as needed.
- Welcome at-large members to the board of directors and direct their activities and responsibilities as necessary.
- Work with the Board and appropriate Directors and committee members to secure Chapter sponsorships for chapter programs, DFW Philanthropy Conference and National Philanthropy Day Luncheon.
- Attend the AFP International Conference and AFP Leadership Academy and represent the Chapter at the Presidents' Meetings and Like-Size Chapter Presidents' Meetings.
- Call special meetings of the executive committee, board of directors and general members as necessary.
- Ensure that all required forms (IRS 990, 501(c) (3), Chapter Accord Report, etc.) are filed with the AFP Service Office as required and copies maintained in the official book of record.
- Oversee chapter adherence to establish goals and objectives and monitor individual committee progress.
- Review, on an ongoing basis, the organizational performance and effectiveness of all chapter activities. Recommendations can be made to the board of directors in the areas of chapter structure, operations and the chapter handbook as necessary.
- Recruit board of director members when a vacancy occurs.

- Exercise general fiduciary responsibility for chapter activities in conjunction with the treasurer. Chapter expenses shall be monitored to assure operation within the prescribed limits of the annual budget.
- Exhibit leadership in formulating policy and programs, in accordance with the established goals and objectives of the chapter that further the mission statement of the chapter. To that end, the president shall be responsible for both short-term and long-term planning and implementation of those plans to reach chapter goals.
- Be responsible for ongoing communication with the AFP Service Office in all areas of chapter interest and inform board of directors and general membership of pertinent developments and occurrences at the national level.
- Financially support the AFP Foundation.
- Transfer, upon resignation/end of term, all records to successor.

- **President-elect**

The President-Elect of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) shall in all cases act as the president in the latter's absence or incapacity, and shall have such powers and perform such other duties as may be assigned by the president or board of directors.

Specifically, the president-elect shall:

- Receive direction from, and render assistance to, the president as needed.
- Act in the president's absence, presiding over all meetings of the board of directors and general membership, as needed.
- Work with the Executive Committee to develop and/or assure the review of the development of the Chapter's strategic plan.
- Assist in recruiting chairpersons and committee members to help assure that committees are well staffed.
- Assist the Board and appropriate Directors and committee members to secure Chapter sponsorships for chapter programs, DFW Philanthropy Conference and National Philanthropy Day Luncheon.
- Attend Executive Committee and Board of Directors' meetings, and committee meetings as needed.
- Troubleshoot for or assist officers and directors, as needed.
- Review and suggest revisions to the chapter handbook for consideration by the board of directors.
- Attend the AFP Leadership Academy and, if necessary, serve as chapter representative at the business meeting.
- Financially support the AFP Foundation.
- Assume duties of immediate past president if he or she resigns.
- Transfer to successor all records upon end of term/resignation of office.

- **Secretary**

The Secretary for the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) shall have all powers and shall perform all the duties commonly incident to and vested in the office of secretary of a corporation and other such duties as the president may designate. Secretary shall have the responsibility for maintaining the chapter's Book of Record.

Specifically, the secretary shall:

- Record minutes of all meetings of the board of directors and provide in a timely manner to the President for dissemination to all members prior to the next scheduled meeting.
- Maintain attendance record of board of directors meetings.

- Maintain official Book of Record, which includes copies of all minutes and statutory provisions governing 501(c) (3) organizations, chapter bylaws, and signed Conflict of Interest forms from each officer and director.
- Ensure that chapter filings with the State of Texas are legally in conformance with current law, especially as pertains to Articles of Incorporation, Charitable Organization registration, etc.
- Maintain the chapter's Record Retention notebook according to the chapter policy.
- Conduct the chapter's Every Member Campaign, keeping the Board and chapter membership apprised of the campaign's progress.
- Assist the Board and appropriate Directors and committee members to secure Chapter sponsorships for chapter programs, DFW Philanthropy Conference and National Philanthropy Day Luncheon.
- Create a comprehensive list of committee members and maintain a master calendar of chapter events.
- Conduct all official chapter correspondences.
- Maintain original chapter charter, bylaws, tax-exempt form, chapter handbook, and all other documents deemed necessary by board of directors in the approved archival area.
- Financially support the AFP Foundation.
- Transfer to successor, all records upon end of term/resignation of office.

- **Treasurer**

The Treasurer for the Fort Worth Chapter of the Association of Fundraising Professionals (AFP) shall have all the powers and shall perform all the duties commonly incident to and vested in the office of treasurer of a corporation and other duties as the president may designate. The treasurer shall serve as chair of the finance committee, which shall study, review, and make recommendation to the board of directors concerning all financial matters such as the operating budget, borrowings, investments, financial statements, audit and any expenditures or appropriations requested by other committees.

Specifically, the treasurer shall:

- Be responsible for the deposit of all checks and cash received by the chapter in the chapter's deposit account(s).
- Disburse funds for expenses incurred by the chapter and invoice any outstanding fees.
- Organize and maintain all financial records.
- Inform board of directors of the financial status of the chapter, including a written treasurer's report for the board of directors meetings. The report should indicate all receipts and expenditures of the chapter.
- Complete financial reports as needed for compliance with AFP Service Office and government entities.
- Develop a tentative budget with the Executive Committee for the review and approval of the board at the last meeting of the calendar year.
- Provide for review by chapter membership:
 - Current chapter budget – January meeting
 - Year-to-date financial statement – Chapter Annual Meeting, October
- Assist Vice Presidents and Directors in the financial planning of chapter events.
- The treasurer shall be required to immediately inform the president and board of directors of any negative concerns regarding the financial appropriateness of chapter events.
- Maintain and distribute when necessary the chapter's tax-exempt form.
- Assist and prepare all reports and records as requested by the Board.
- Furnish the president with information needed from chapter records for the chapter accord.
- Assist in the securing of Chapter Program sponsorships and Philanthropy Day Conference Sponsorships.
- Review the accounting books for AP and AR and issue a status report to the Board of Directors.

- Assess the need for an outside auditor to perform an audit and organize to completion, if deemed necessary.
- Financially support the AFP Foundation.
- Transfer to successor all records upon end of term/resignation of office.

- **Immediate Past President**

The Immediate Past President of the Fort Worth Metro Chapter of the Association of Fundraising Professionals (AFP) shall serve as an officer on the Executive Committee and shall have such powers and perform such other duties as may be assigned by the president or board of directors.

Specifically, the Immediate Past President shall:

- Attend Executive Committee meetings and meetings of the Board of Directors.
- Receive direction from, and render assistance to, the president as needed.
- Serve as the Chair of the chapter's Nominating Committee, as outlined in the by-laws.
- Assist in recruiting chairpersons and committee members to help assure that committees are well staffed.
- Assist the Board and appropriate Directors and committee members to secure Chapter sponsorships for chapter programs, DFW Philanthropy Conference and National Philanthropy Day Luncheon.
- Troubleshoot for or assist officers and directors if warranted.
- Review and suggest revisions to the chapter handbook for consideration by the board of directors.
- Financially support the AFP Foundation.
- Transfer to successor all records upon end of term/resignation of office.

Vice Presidents

- **Vice President Professional Development/ Web Conferences**

This Fort Worth Metro AFP Chapter Board of Directors position is responsible for the chapter's professional development offerings for its members, and will be expected to fulfill the following duties:

- Attend all Executive Committee and board of directors meetings and participate in chapter activities.
- Oversee the work and activities of the Directors and committees responsible for chapter programs, Fundamentals of Fundraising course, DFW Philanthropy Conference, CFRE promotion and CFRE Review Course. Meet with Directors and committees as needed.
- Provide Directors under supervision of this position with job descriptions and review/coordinate a budget for each specific committee.
- Organize the presentation of the audio conferences (as presented by IHQ) to include: surveying chapter members for their choices of audio conferences, securing/confirming the presentation location, ordering audio conferences from IHQ (as reflected by chapter member vote) and promotion of each audio conference to chapter membership (at chapter meetings and through articles in electronic chapter newsletter).
- Provide support of the chapter's Strategic Plan through the planning and appropriate completion of activities of the Directors and committees under the supervision of this position.
- Troubleshoot for or assist chairpersons if warranted.
- Assist the Board and appropriate Directors and committee members to secure Chapter sponsorships for chapter programs, DFW Philanthropy Conference and National Philanthropy Day Luncheon.
- Financially support the AFP Foundation.

- **Vice President Community Relations/ Sponsorships**

This Fort Worth Metro AFP Chapter Board of Directors position is responsible for oversight of internal and external communications regarding chapter affairs, and will be expected to fulfill the following duties:

- Attend all Executive Committee and chapter board of directors meetings and participate in chapter activities.
- Oversee the work and activities of the Directors responsible for National Philanthropy Day Luncheon and Public Relations, and committee chairs responsible for Awards, the chapter's electronic newsletter and Youth in Philanthropy.
- Provide Directors under supervision of this position with job descriptions and review/coordinate a budget for each specific position.
- Coordinate the efforts to secure sponsorship/underwriting for chapter program meetings, ensuring appropriate communication with Director, NPD and Director, DFW Philanthropy Conference to qualify solicitations of support.
- Provide support of the chapter's Strategic Plan through the planning and appropriate completion of activities of the Directors and committees under the supervision of this position.
- Troubleshoot for or assist chairpersons if warranted.
- Financially support the AFP Foundation.

- **Vice President Member Services/ Diversity**

The Fort Worth Metro Chapter Board of Directors position is responsible for membership growth and retention and services to chapter members, and will be expected to fulfill the following duties:

- Attend all Executive Committee and board of directors meetings and participate in chapter activities.
- Oversee the work and activities of the Directors responsible for member recruitment and member retention and committee chairs responsible for mentoring, scholarships and Leadership Advisory Council. Meet with Directors and committee chairs as needed, and ensure the coordinated work of these Directors and committee chairs.
- Provide Directors and committee chairs under this position's supervision with a job description and review/coordinate a budget for each specific committee.
- Provide oversight for the chapter's goals of diversity, and ensure that diversity is incorporated into all aspects of the chapter's operations, including the nominating process. Diversity goals will be based on unique chapter attributes, including membership demographics, geographic location of member organizations and type of organizations represented in the chapter membership.
- Serve as the chapter liaison to AFP IHQ regarding membership information, and provides update to IHQ regarding chapter members' contact information.
- Secure all membership reports monthly from the international website and ensure that directors receive appropriate reports.
- Interface with chapter administrator to ensure that all member contact data being utilized for communication purposes is current.
- Provide support of the chapter's Strategic Plan through the planning and appropriate completion of activities of the Directors and committees under the supervision of this position.
- Troubleshoot for or assist chairpersons if warranted.
- Assist the Board and appropriate Directors and committee members to secure Chapter sponsorships for chapter programs, DFW Philanthropy Conference and National Philanthropy Day Luncheon.
- Financially support the AFP Foundation.

- **Vice President Governance/ Ethics/ Legislative Affairs**

This Fort Worth Metro AFP Board of Directors position is responsible for the chapter's governing documents and its adherence to same and will be expected to fulfill the following duties:

- Attend all Executive Committee and chapter board of directors meetings and participate in chapter activities.
- Oversee the work and activities of the Director, Board Operations. Provide Director under this position's supervision with a job description and review/coordinate a budget for each specific committee. Meet with Director and committees as needed.
- Serve as liaison to AFP IHQ on the matter of ethics and legislative affairs issues and information, and communicate with chapter board and membership all pertinent information.
- Provide support of the chapter's Strategic Plan through the planning and appropriate completion of activities of the Directors and committees under the supervision of this position.
- Troubleshoot for or assist chairpersons if warranted.
- Assist the Board and appropriate Directors and committee members to secure Chapter sponsorships for chapter programs, DFW Philanthropy Conference and National Philanthropy Day Luncheon.
- Financially support the AFP Foundation.

Directors

- **Director, Chapter Programs**

Reports to: Vice President, Professional Development/Web Conferences

The Director of Chapter Programs is responsible for the continuing education program presentation provided at each chapter meeting. The Director of Chapter Programs shall:

- Attend all chapter board of directors meetings and participate in chapter activities.
- Determine topics and secure speakers for ten monthly chapter meetings
 - All are regular 1 ½ hour meetings, with the option of one being an extended 3 hour session
 - One session must be on ethics
 - Solicit suggestion on appropriate fundraising related subjects and suitable presenters from other AFP members and the FW Metro Chapter Board.
 - Serve as chapter point of contact for speakers
- Coordinate logistics for meeting which include the following:
 - A/V needs of speaker
 - Request a short speaker bio
 - Request short description of presentation
 - Coordinate handouts for presentation and if copies are needed
 - Convey directions to facility and program schedule to speakers
- Communicate program information to VP of Professional Development, chapter administer and chapter president for inclusion on chapter website and electronic newsletter

- After each meeting, send speaker's name, mailing information, and topic to Funding Information Center. A gift is made in the name of each speaker for their time.
- Collect evaluations from each meeting, compile results, then share highlights with speakers and full results with VP of Professional Development and chapter president.
- Submit program topic titles, description of presentations and speakers' names to CFRE to secure approved status for each program to serve as continuing education credits for CFRE points toward testing or recertification. Report approval, once established by CFRE, to chapter board and membership.
- Financially support the AFP Foundation.

- **Director, DFW Philanthropy Conference**

Reports to: Vice President, Professional Development/Web Conferences

The DFW Philanthropy Conference Director shall oversee all of the work of the AFP DFW Philanthropy Conference Committee. Referencing the Chapter Board-approved *DFW Philanthropy Conference Working Agreement* between the Dallas and Fort Worth Metro AFP Chapters, and working with a committee comprised of both Fort Worth and Dallas AFP members, the committee chair will:

- Attend all chapter board of directors meetings and participate in chapter activities.
- Establish and maintain a diverse committee. During the selection process, the chair shall acquaint potential committee members with the general duties and responsibilities. Committee shall include as a member presidents of both the Fort Worth and Dallas AFP chapters.
- Plan and execute the chapter's AFP DFW Philanthropy Conference for the general membership and non-members to attend.
- Work closely with the chapter's treasurer and the committee treasurer to ensure a financially successful event and inform both treasurer positions of any outstanding invoices for collection.
- Seek sponsorships and/or vendors to assist in the financial success of the event.
- Work closely with both chapters' public relations committees in order to promote the event to all appropriate audiences.
- Present to the board of directors a written comprehensive report, including attendance record of members and non-members, financial report and overall evaluation upon the completion of the DFW Philanthropy Conference.
- Maintain program records that include program descriptions and overall evaluation summaries.
- Maintain a log of possible presenters/speakers for use by the board of directors.
- Transfer to successor all records upon resignation of office.
- Financially support the AFP Foundation.

- **Director, Member Recruitment**

Reports to: Vice President, Member Services/Diversity

The Director of Recruitment will serve as the chapter's coordinator for recruiting new chapter members into AFP. Specific duties include, but are not limited to:

- Attend all chapter board of director meetings and participate in chapter activities.
- Update new membership information on chapter's web site.
- Contact all non-AFP members who attend AFP audio conferences held at the Funding Information Center and invite them to join AFP and/or attend a luncheon.

- Encourage current members through chapter newsletter and other announcements to invite guests to chapter luncheons.
- Make sure at least one member of the membership committee is available at the check-in table at each chapter luncheon to greet guests and new members.
- Work with Retention Director to coordinate and execute new member orientations.
- Financially support the AFP Foundation.

- **Director, Member Retention**

Reports to: Vice President, Member Services/Diversity

The Director, Retention shall coordinate and lead the chapter's efforts in retaining individual's membership in AFP by increasing the participation of members and expanding their awareness of opportunities and services so members will perceive that their membership in the chapter has value.

While membership recruitment is important in contributing to a positive growth rate, retention of existing members is equally important and if not given adequate emphasis, can significantly counteract an otherwise strong recruitment program resulting in a near zero or even negative growth rate.

Specific duties include, but are not limited to:

- Attend all chapter board of directors meetings and participate in chapter activities.
- Once a membership application has been processed and the new member added to the membership roster, the work of the Director of Retention begins. Contact and follow up early during the new membership are vital to the long term retention of the new member. Celebrating long-term members and encouraging their participation is just as critical so they will continue to grow in their commitment to the chapter and gain increased value from their membership
- Work closely with Director of Recruitment to hold new member orientation sessions.
- Welcome new members to chapter.
- Contact members whose membership is due to lapse for renewal purposes.
- Reactivate lapsed members and, if they choose not to renew, ascertain the reason(s) and share those reasons with the Board of Directors.
- Celebrate long-term members.
- Communicate member benefits to all members.
- Answer the question of "What's in it for me?" from the member's perspective
- Report activities to the Vice President of Member Services.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.

- **Director, CFRE Review Course**

Reports to: Vice President, Professional Development/Web Conferences

The Director, CFRE shall coordinate the Accreditation Program on behalf of the chapter. Specifically, the Director shall:

- Attend all chapter board of directors meetings and participate in chapter activities.
- Using AFP International and CFRE International materials, develop an effective Accreditation Program.

- Promote professional fundraising accreditation (CFRE) using marketing and communications methods through the Fort Worth Metro AFP Chapter e-newsletter and website.
- Promote CFRE at Fort Worth Metro AFP Chapter monthly meetings.
- Promote professional fundraising accreditation (CFRE) through other professional organizations, such as Partnership for Philanthropic Planning (PPP), Association of Healthcare Philanthropy (AHP), and the Council for the Advancement and Support of Education (CASE)
- Recognize new CFREs at monthly chapter meetings.
- Work closely with the Director of the National Philanthropy Day Luncheon to recognize CFREs.
- Encourage all new members, and those members who are not accredited, to advance their careers through achieving CFRE accreditation.
- Plan to conduct the AFP/CFRE Review Course annually, in conjunction with the DFW Philanthropy Conference, or as often as sufficient participants register to attend.
- Work closely with the Education Vice President of AFP International to plan and produce the AFP/CFRE Review Course.
- Server as coordinator of the AFP/CFRE Review Course in alternate years that the DFW Philanthropy Conference is managed by the Fort Worth Metro AFP Chapter.
- Serve as co-coordinator with the CFRE Review Course Chair of the Greater Dallas AFP Chapter during those years that the DFW Philanthropy Conference is managed by the Greater Dallas AFP Chapter.
- Work closely with those fundraising professionals who are seeking CFRE accreditation to make sure they understand how to complete the CFRE application and that they have all the tools they need to prepare them to pass the CFRE Exam.
- Maintain a current list of all members of the Fort Worth Metro AFP Chapter who express interest in pursuing CFRE accreditation.
- Serve as a resource for all those in the Fort Worth Metro AFP Chapter who are pursuing CFRE Accreditation.
- Inform chapter membership through the monthly newsletter when chapter members pass the CFRE Exam.
- Financially support the AFP Foundation.

- **Director, National Philanthropy Day (NPD)**

Reports to: Vice President, Community Relations/Sponsorships

The Director, National Philanthropy Day is responsible for the planning and execution of the chapter's annual National Philanthropy Day Luncheon event. Specifically, the Director shall:

- Attend all chapter board of directors meetings and participate in chapter activities.
- Work with a committee of AFP members to successfully secure sponsorships, reservations, and volunteers for the event.
- Work within a budget developed to ensure a successful net income above expenses.
- Work with venue to determine date, time, food, and logistics of event.
- Work with Director, Awards, and as a member of the Awards Committee to determine the honorees for the event.
- Keep committee on task for all deadlines regarding, but not limited to, nominations, awards selection, engraving deadlines, print deadlines, and mailing deadlines.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.

- **Director, Board Operations**

Reports to: Vice President, Governance/Ethics/Legislative Affairs

The Director, Board Operations, shall serve as the chapter's resource for the administrative operations of the chapter, including oversight of Chapter By-Laws, policies, procedures and Officer/Director/Committee Chair job descriptions, and Board evaluation.

- Attend all Chapter board of directors meetings and participates in chapter activities.
- Develop, obtain approval for, and maintain Chapter By-Laws, consistent with AFP International Headquarters' guidelines.
- Develop, review, and maintain Chapter policies and procedures in accordance with AFP International Headquarters' guidelines and obtains Chapter Board approval for changes.
- Facilitate development and review of and maintain job descriptions for all Chapter officers, Director and Committee Chair positions in accordance with AFP IHQ guidelines and with Chapter Board approval.
- Advise the Chapter board on the AFP IHQ Board of Directors' rules and guidelines for Chapters.
- Conduct Board evaluations and provide feedback to the Board after evaluations are tabulated to improve governance.
- Educate members and the general public about the processes in place and help members adhere to and understand the policies and procedures.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.

- **Director, Public Relations**

Reports to: Vice President, Community Relations/Sponsorships

The Director, Public Relations shall serve as the liaison to the greater community regarding efforts and activities of the Fort Worth Metro Chapter of AFP.

- Attend all Chapter board of directors meetings and participates in chapter activities.
- Develop and provide to appropriate news media outlets and other appropriate venues news releases of chapter activities, award recipients, etc.
- Investigate and create opportunities for new and creative partnerships/venues for "telling the AFP story" to the greater North Texas community.
- Be alert to changes in chapter web site (design and content) and chapter electronic newsletter (design and content) that will serve to be advantageous.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.

Chairs

- **Chair, Mentoring Committee**

Reports to: Vice President, Member Services/Diversity

The Mentoring Committee Chair shall coordinate the mentorship program on behalf of the chapter. Specifically, the Mentoring Committee Chair shall:

- Participate in chapter activities.
- Develop, communicate, and manage an effective member-to-member mentoring program for the mutual benefit of new and seasoned fund raising professionals.
- Develop program guidelines and an application and communicate those through AFP channels such as meetings, the web site and the newsletter.
- Manage the inquiries about the program.
- Receive and manage the applications from prospective mentees and mentors.
- Create mentor/mentee teams based on size of organizations, areas of interest, skills requested, etc. Communicate the match with teams.
- Stay in contact with teams, asking for updates and success stories to share.
- Troubleshoot/ reassign, as needed.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.

- **Chair, Awards Committee**

Reports to: Vice President, Community Relations/Sponsorships

The Awards Committee Chair shall be responsible for marketing to all chapter members and other community organizations the opportunity to nominate award recipients for the National Philanthropy Day Awards presentation, convening and chairing the awards selection committee and submitting the chapter's nominations for AFP International awards.

- Participate in chapter activities.
- Work with National Philanthropy Day Committee on selection and presentation of awards honoring philanthropy; work directly with awards committee and furnish information on all nominations; coordinate information from award recipients to speech writer for event; manage all correspondence and interaction with chosen recipients at the direction of the National Philanthropy Day Awards Chair. Serve as a member of the National Philanthropy Day Awards committee.
- Work with Chapter President and officers to select the chapter's nominations for AFP International awards and coordinate and write awards submission.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.

- **Chair, Youth in Philanthropy Committee**

Reports to: Vice President, Community Relations/Sponsorships

The Youth in Philanthropy Chair shall coordinate the Youth in Philanthropy (YIP) Program on behalf of the chapter.

- Participate in chapter activities.
- Using AFP IHQ materials, develop an effective Youth in Philanthropy (YIP) program,
- Coordinate details regarding the offering of the YIP program curriculum through partner agencies and organizations.

- Work with the Director, NPD and Chair, Awards Committee on awards to recognize and honor young philanthropists.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.

- **Chair, Leadership Advisory Council Committee**

Reports to: Vice President, Member Services/Diversity

The goal of the Leadership Advisory Council is to engage senior members of the Fort Worth Metro AFP Chapter in chapter activities, encourage their participation, and make use of their fundraising experience, knowledge and expertise. The Leadership Advisory Council Committee Chair shall coordinate the programs of the Leadership Advisory Council on behalf of the chapter. Specifically, the chair shall:

- Participate in chapter activities.
- Develop, communicate, and manage an effective program to engage senior members and seasoned fundraising professionals in the life of the Fort Worth Metro AFP Chapter.
- Develop program guidelines and related materials and communicate those through AFP channels such as meetings, the web site and the newsletter.
- Manage the inquiries about the program.
- Maintain membership and contact information on AFP members who qualify with 20 years or more of fundraising experience.
- Survey senior members to determine their interest in serving in chapter programs, such as board service, mentoring, programs, DFW Philanthropy Conference, National Philanthropy Day, being hosts for AFP Audio Conferences, etc.
- Consider having quarterly or other regular meetings of senior members to stay in touch and ask for feedback, suggestions, etc., on ways to increase participation by senior members.
- Work closely with the Director of Mentoring to help match senior members as mentors to chapter members in the official chapter-mentoring program.
- Work closely with the Director of Recruitment to help match senior members as “buddies” on a short-term basis to new members, or those considering membership.
- Work closely with Director of Retention in following up with senior member who have allowed their AFP membership to lapse.
- Suggest to the chapter president and president-elect that the board have a senior member as official liaison to the board.
- Work closely with the Director of chapter programs to present a presentation each year utilizing senior members as a panel of experts on a particular topic or discussion.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.

- **Chair, Fundamentals Course Committee**

Reports to: Vice President, Professional Development/Web Conferences

The Fundamentals Course Committee Chair for the Fort Worth Chapter of the Association of Fundraising Professionals (AFP) shall coordinate efforts with the Dallas Chapter of AFP to present the “AFP Fundamentals of Fundraising” course as often as is feasible. This person shall act as the representative for the chapter for this collaboration to aid in hosting the training program and act as the chair for the event on an alternating basis with the Dallas Chapter. Specifically, the chair shall:

- Participate in chapter activities.
- Help plan and execute the First Course program for the benefit of the members and non-members that attend
- Help establish and maintain a diverse committee along with the Dallas Chapter to arrange and conduct the First Course program.
- Coordinate the activities necessary to assure that the program is operated and efficiently to the benefit of AFP and the two chapters.
- Help recruit faculty to evenly represent both the Fort Worth and the Dallas Chapters from available CFREs within the chapter
- Assure that all required contracts and agreements are properly executed and mailed to AFP International
- Seek sponsors for the program to help fund scholarships and assure the financial viability of the program
- Work closely with the chapters and other non-profit organizations to promote attendance for the program
- Maintain program records that include program descriptions, evaluations, faculty and attendees
- Transfer to successor all records upon resignation from office.
- Financially support the AFP Foundation.

- **Chair, Chapter Newsletter**

Reports to: Vice President, Community Relations/Sponsorships

The Chair of the Chapter Newsletter is responsible for the collection of monthly news articles from Directors/Vice Presidents regarding pertinent and updated activities and announcements of the chapter to ensure chapter membership remains knowledgeable, informed and motivated to participate.

- Maintains, adheres to and disseminates all e-newsletter guidelines to board officers and directors and committee chairs.
- Develops and disseminates an annual timeline for the establishment, production and dissemination of monthly electronic chapter newsletter.
- Works with Vice Presidents to ensure all materials are gathered in a timely fashion, and provides to Chapter Administrator.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.

- **Chair, Scholarship Committee**

Reports to: Vice President, Member Services/Diversity

The Scholarship Committee Chair shall coordinate and promote the scholarship program on behalf of the Chapter. Scholarships include those created by the Chapter Board and those available through AFP International.

- Participate in chapter activities.
- Promote scholarship opportunities.
- Determine and recommend scholarship application procedures.
- Determine and recommend selection criteria.
- Coordinate the selection process.
- Select scholarship recipients based on established application and selection procedures and scholarship dollars available.
- Communicate, as appropriate, with applicants.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Financially support the AFP Foundation.