

## AFP Central Ohio Chapter Board of Directors Description and Expectations



**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Central Ohio Chapter of the Association of Fundraising Professionals (AFP) in support of the organization's mission and needs.

**Mission:** The Association of Fundraising Professionals empowers individuals and organizations to practice ethical fundraising through professional education, networking, research and advocacy. **Vision:** To stimulate a world of generosity and positive social good through best fundraising practices.

The mission of AFP Central Ohio is to empower, support and engage individuals and organizations that fundraise in our community. The chapter's vision is to cultivate a thriving network of professionals who strengthen our nonprofit community by advancing donor-centered philanthropy. AFP Central Ohio promises to create and support a confident community of 1) professionals who have the knowledge they need, 2) nonprofits who have the talent they need, and 3) donors who have the impact they intend.

### **Major responsibilities\*:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Board evaluation and development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of AFP Central Ohio. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

### **Length of term:**

- Directors shall serve one-year terms. No director may serve more than eight years consecutively on the chapter board unless serving as president, president-elect or immediate past president. A one-year break in service is required otherwise.
- Chapter officers shall serve one-year terms, with a maximum of two terms in each office, but may qualify for two additional one year terms after a minimum one year break in service, for a total lifetime service of four years in each office. Chapter officers include President, President-Elect, Immediate Past President, Treasurer, Secretary and Vice Presidents.

### **Meetings and time commitment:**

- The Board of Directors will meet bimonthly at 4 p.m. location TBD. Board meetings typically last 90 minutes. The tentative 2019 dates are: 1/14, 3/18, 5/20, 7/22, 9/16, 11/18.
- The Executive Committee will meet on alternate months at 4 p.m. location TBD. Executive Committee meetings typically last 90 minutes. 2019 tentative dates include: 2/11, 4/15, 6/17, 8/19, 10/21, 12/16.
- Other Board Committees of the board meet an average of four times per year, as determined by their work agenda.

### **Expectations of board members:**

- Each director shall attend **all** Board of Directors meetings. Directors absent in excess of two meetings, or officers absent in excess of three total meetings (Executive or Board), will be asked to re-evaluate their commitment to the AFP board.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by AFP's mission, objectives, and programs.
- Help communicate and promote AFP's mission and programs to the community.
- Become familiar with AFP's finances, budget, and financial/resource needs.
- Understand the policies and procedures of AFP.
- Financially support AFP in a manner commensurate with one's ability through the **Be the Cause** campaign.
- Attend AFP functions and events as often as possible, including but not limited to: National Philanthropy Day, Diversity and Inclusion events, and educational sessions.
- Remain an AFP member in good standing for the duration of one's board term.
- Agree to support and make efforts to work closely and collaborate with all other AFP committees to reflect and measure best practices in the areas of Inclusion, Diversity, Equity, and Access (IDEA).
- More information may be found at <http://www.centralohioafp.org/leadership/>.

# Board of Directors Application

Name \_\_\_\_\_  
 First MI Last

Phone O: \_\_\_\_\_ C: \_\_\_\_\_ Preferred E-mail \_\_\_\_\_

Company/Organization \_\_\_\_\_

Your title \_\_\_\_\_

Primary mission of the organization and area/population served \_\_\_\_\_

Please list AFP boards and committees that you have served on. Other board or committee service (business, civic, community, fraternal, political, professional, recreational, religious, social) may be included on your resume. List of service may be attached.

AFP Board or Committee	Role/Title	Dates of Service

Please list CFRE, ACFRE or other certificates, degrees or designations you have earned: \_\_\_\_\_

Please circle or highlight all of the following opportunities for board service that would interest you, understanding that Executive Committee positions (highlighted in gray) are only available to individuals with prior AFP board service.

President-Elect	Secretary		
Treasurer	VP for Membership	VP for Communications	VP for Education
Job Bank	Membership	NPD Event & NPD-Elect	Scholarships
Consultants Directory	Diversity & Inclusion	NPD Nominations	Education Programs
Sponsorships	Collegiate	Marketing & PR	AFP Education Courses
Be the Cause	Affinity Groups	Public Policy	Mentoring

Board members must be AFP members in good standing. Please provide your AFP Membership # \_\_\_\_\_

Why are you interested in serving on the board? \_\_\_\_\_

**Please read and acknowledge the following with your signature below:**

- I have read the Board of Directors Description and Expectations document and agree that I am able to fulfill the expectations.
- I understand that as a Board member, I will make a contribution to the *Be The Cause* campaign.
- I agree to remain an AFP member in good standing for the duration of my AFP board term.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## Submission Instructions

The application deadline is **Monday, July 30, 2018**. Send your application **with a copy of your resume** by mail or email to: Carolyn Caldwell, GPC, AFP Committee on Directorship Chair, Raising Awareness, Raising Funds, 8400 Riverside Drive, Powell, OH 43065, [Carolyn@RaisingAwarenessRaisingFunds.com](mailto:Carolyn@RaisingAwarenessRaisingFunds.com).