



The Central Ohio Chapter of the Association of Fundraising Professionals exists to promote effective, ethical, accountable fundraising as both a recognized profession and as an essential component of philanthropy.

Position Title: President

Capacity: Executive Committee

Reports to: n/a (leads the chapter)

Key Responsibilities:

- Chairs Executive Committee and Board of Directors.
- Presides at chapter and board meetings.
- Coordinates the work of vice presidents & officers, who in turn supervise the committee chairs.
- Oversees the chapter budget.
- Ensures timely communications regarding relevant chapter issues to board and membership.
- Oversees the work of the Chapter Administration.
- Coordinates the board's annual evaluation process of the Chapter Administrator and the Board.
- Promotes AFP through community presentations and participates in community activities on behalf of the chapter.
- Coordinates and leads the chapter board retreat and strategic plan update with assistance of the chapter administrator and the retreat facilitator.
- Submits Chapter Accord documentation to IHQ by January deadline as required by the Chapter Ten Star and Ten Star Gold award criteria.
- Submits Chapter Report of Activities to IHQ by designated deadline.
- Attends the fall Leadership Academy as chapter's representative.
- Participates in IHQ-led conference calls for Chapter Presidents.
- Reports activities and news from IHQ to chapter board of directors and membership as necessary.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: President-Elect

Capacity: Executive Committee

Reports to: President

Key Responsibilities:

- Serves on Executive Committee.
- Works directly with the president and serves in the president's absence.
- Serves as liaison to the committees, board, and AFP International office, as assigned by the president.
- Submits the Chapter Leadership Form for the following year to IHQ by designated deadline as required by the Chapter Accord process.
- Engage more members in volunteer chapter leadership positions.
- Attends the fall Leadership Academy with President.
- Names and chairs Strategic Plan Oversight Committee to ensure goals and objectives of approved strategic plan are incorporated into activities of each committee; reports on outcomes.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Treasurer

Capacity: Executive Committee

Reports to: President

Key Responsibilities:

- Serves on Executive Committee.
- Coordinates the work of the Job Bank & Directory Committee Chair, Sponsorships Chair, and Be The Cause Chair Committee Chair and convenes meeting with these committee chairs; reports on committee activities to Executive Committee.
- Attends the monthly board meetings and gives financial report.
- Monitors and evaluates performance of chapter's paid accountant and recommends changes to Board and Executive Committee.
- Responsible for writing checks, creating and distributing invoices, and making deposits.
- Verifies monthly financial reports generated by the chapter account.
- Prior to Board meetings, reviews monthly balance sheet and income statements and reconciles bank statement with deposits/withdrawals.
- Works with the President to provide budget oversight.
- Submits annual budget to Board by designated deadline.
- Works with the chapter's paid accountant to prepare chapter's IRS Form 990.
- Works with the chapter's paid accountant to prepare 1099s for chapter's contract labor.
- Oversees investment funds.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Secretary

Capacity: Executive Committee

Reports to: President

Key Responsibilities:

- Serves on Executive Committee.
- Takes minutes at chapter Executive and Board meetings and sends to President and Chapter. Administrator for edits; and to president for approval.
- At the direction of the President, disseminates reports, minutes, agendas and information to board members in advance of Executive and Board meetings.
- Maintains chapter files of correspondence and program materials.
- Leads process in adopting any new recommended chapter bylaws from IHQ (as needed).
- Responsible for implementing and adhering to Chapter Records Retention policy.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



The Central Ohio Chapter of the Association of Fundraising Professionals exists to promote effective, ethical, accountable fundraising as both a recognized profession and as an essential component of philanthropy.

Position Title: VP of Membership

Capacity: Executive Committee

Reports to: President

Key Responsibilities:

- Serves on Executive Committee.
- Coordinates the work of the Membership Committee Chair, Diversity & Inclusion Chair, Affinity Groups Chair, and the Collegiate Chapter Committee and convenes meeting with these committee chairs; reports on activities to Executive Committee.
- Serves as the liaison to IHQ on membership and reports to Board and Committees on IHQ policies and issues.
- With Membership Chair, develops strategies for recruitment and retention that coordinate and optimize current activities of the chapter.
- Assures that letters are being sent welcoming new members each month any coordinates current brochures or mailers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: VP of Communications

Capacity: Executive Committee

Reports to: President

Key Responsibilities:

- Serves on Executive Committee.
- Coordinates the work of the NPD Chairs, NPD Nominations Chair, Marketing/PR Committee Chair, and Public Policy Committee Chair; and convenes meetings with these committee chairs; reports on activities to Executive Committee.
- Serves as the liaison to IHQ on marketing and communications and reports to Board and Committees on IHQ policies and issues.
- Assures chapter adherence to the AFP International Branding policy.
- With Marketing/PR Chair, develops annual marketing plan to promote activities of chapter and educate community about AFP and philanthropy.
- With committee chairs, establishes communications and NPD calendar; ensures designated deadlines are met.
- Coordinates timely and effective communications between NPD Nominations and NPD Event committees.
- Establishes policies and standards for all chapter graphics and communications and provides committee chairs and members with guidelines.
- Oversees appropriate and timely review of all chapter communications, printed materials, and web site content; provides or coordinates the edit and approval process with Chapter Administrator and President prior to dissemination.
- Oversees the selection of vendors related to design, printing, web design, etc.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: VP of Education

Capacity: Executive Committee

Reports to: President

Key Responsibilities:

- Serves on the Executive Committee.
- Coordinates the work of the Scholarship Committee Chair, the AFP Education Course Chair, Education Committee Chair, Mentoring Chair, and the Legislative Affairs Committee; and convenes meeting with these committee chairs; reports on committee activities to Executive Committee.
- Promotes programs and works with the Chapter Administrator to email annual education calendar to members about Monthly programs and webinars for the calendar year in a timely manner.
- Promotes the value of the CFRE accreditation.
- Oversees committee to select program topics that meet the educational needs of chapter members and others:
- Plans an organized chapter program or activity that focuses on or incorporates the importance of ethics and ethical fundraising as required by the Chapter Ten Star Award criteria.
- Works with VP Communications and Marketing/PR Chair to publicize programs.
- Sends evaluation questions to Chapter Administrator before each monthly meeting.
- Develops and oversees implementation of best practices criteria for presenters regarding qualifications of presenter and appropriateness of topic as it relates to entry, mid, and senior level fundraising professionals.
- Annually evaluates and sets program focus that appeals to senior, mid, and entry level professionals.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Immediate Past President & Chair of the Committee on Directorship

Capacity: Executive Committee

Reports to: President

Key Responsibilities:

- Organizes and chairs the Committee on Directorship.
- Ensures that the Board Member Responsibilities document is updated annually, and is adhered to.
- Calls for applications for board membership.
- Oversees the development of slate of officers for the following year, including the official vote.
- Following the vote, ensures that a thoughtful transition is put in place for all new board members.
- Develops strategy to better position AFP members, with focus on executive board, within the business community.
- Cultivates future chapter leaders, increasing number of members in board service and committees each year.
- Provides leadership training opportunities to cultivate future chapter leaders.
- Promotes chapter membership serving on AFP International or CFRE committees or boards annually.
- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Job Bank Chair

Capacity: Board member

Reports to: Treasurer

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- With Treasurer, develops revenue goals and strategies to reach those goals.
- Processes requests from organizations that wish to post jobs on the chapter web site.
- Processes requests from individuals/groups for blast e-mails.
- Coordinates processing of web-site postings for employment opportunities and/or directory ads with Chapter Administrator.
- Manages timely communications with Job Bank regarding invoices, confirmation of postings, posting deadlines, etc.
- Markets Job Bank opportunities through the chapter website, newsletter, at monthly meetings, and through targeted email promotions.
- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Provides timely and up-to-date content to Chapter Administrator for committee web pages on chapter web site.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Marketing & PR Committee Chair

Capacity: Board member

Reports to: VP of Communications

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- With VP Communications, develops and implements a one-year marketing plan for the Chapter including member communications, media coverage, event publicity, membership promotion, and other activities designed to raise the Chapter's visibility and its stature in the community including management of the chapter's Facebook, Twitter, and YouTube presence.
- Creates ongoing partnerships with media outlets to increase awareness and visibility of Chapter.
- Produces external Chapter communications and public relations including, but not limited to press releases, media relations, e-blasts, fact sheets, etc.
- Prepares the annual schedule of content assignments for the Chapter's e-newsletter; coordinates production and dissemination.
- With VP Communications, oversees the updating and maintenance of the Chapter website.
- Creates and maintains list of media contacts for Chapter press releases and communications.
- Serves as a resource for National Philanthropy Day and prepares and distributes press releases and PSAs; follows-up with media outlets to secure maximum publicity.
- Serves as a resource for all other committees; provides IHQ publicity templates as available and appropriate.
- Lists all Chapter events on local and regional event calendars, and on IHQ calendar.
- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Membership Committee Chair

Capacity: Board member

Reports to: VP of Membership

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- With VP Membership, develops a recruiting and retention plan, with corresponding incentives; with committee, implements plan.
- Maintains and analyzes membership statistics and reports to the Board on a monthly basis.
- Monitors and evaluates use of incentives; e.g. lunch coupons and membership discounts.
- Serves as Chapter/IHQ liaison regarding membership issues.
- Works closely with IHQ to take advantage of all resources available to chapters; e.g. free annual membership campaign.
- Manages records on lapsed memberships and encourages membership committee members to make calls to past members identified as potential prospects for renewals.
- Makes contact with prospective new members and follows up with membership information.
- Works collaboratively with the Marketing Committee to communicate the value of membership to current and prospective members and the decision makers at their organizations who control funding for their membership payments.
- Works collaboratively with the Education Committee to ensure chapter educational offerings provide maximum value for all members.
- Works collaboratively with the Scholarship Committee to promote scholarships as a member benefit, and serves on or assigns committee members to serve on the Membership Scholarship selection committee.
- Attends Board meetings, retreats and monthly functions.
- Assists Chapter President with requests for membership-related activities.
- Assigns duties to committee members for the monthly meetings, including greeting attendees, welcoming new guests, and assisting Chapter Administrator as needed.
- Make membership forms and other relevant materials available at the registration table at the monthly meetings.
- Obtain monthly meeting registration list from Chapter Administrator; coordinates timely follow-up letters/emails/calls of invitation to guests, referral thanks to members, etc.
- Provides timely and up-to-date content to Chapter Administrator for committee web page on chapter web site.
- Serves on or assigns committee member to serve on the Membership Scholarship selection

committee.

- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensures that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Resource Directory Chair

Capacity: Board member

Reports to: Treasurer

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- With Treasurer, develops revenue goals and strategies to reach those goals.
- Processes requests from organizations that wish to post jobs and/or purchase ads in the Consultants and Resources Directory on the chapter web site.
- Coordinates processing of web-site postings for directory ads with Chapter Administrator.
- Manages timely communications with and Directory advertisers regarding invoices, confirmation of postings, posting deadlines, etc.
- Markets Directory opportunities through the chapter website, newsletter, at monthly meetings, and through targeted email promotions.
- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Provides timely and up-to-date content to Chapter Administrator for committee web pages on chapter web site.
- Works to successfully achieve goals outlined in 2011-2013 Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



The Central Ohio Chapter of the Association of Fundraising Professionals exists to promote effective, ethical, accountable fundraising as both a recognized profession and as an essential component of philanthropy.

Position Title: Scholarship Committee Chair

Capacity: Board member

Reports to: VP of Education

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Determines, coordinates, and provides all scholarships for the chapter, e. g. for AFP International Conference, CFRE Exam, Certificate courses, and Introductory membership.
- Track committee involvement of all mentees
- Communicates scholarship deadlines and application procedures to the chapter.
- Works with VP Communications and Marketing Chair to outline strategies for communicating all scholarship opportunities to membership.
- With committee, personally promotes scholarship opportunities through group and one-on-one communications.
- Chairs the Scholarship Selection Committee, which makes scholarship decisions as required.
- Informs scholarship recipients and non-recipients in a timely fashion.
- Submits all necessary documentation to AFP International for AFP Conference scholarship recipients (Chamberlain scholars).
- Provides timely and up-to-date content to Chapter Administrator for committee web page on chapter web site.
- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensures that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: National Philanthropy Day Committee Chair

Capacity: Board member

Reports to: VP of Communications

Key Responsibilities:

- Works with AFP Board to set strategic goals and objectives for the Philanthropy Day Awards Celebration.
- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Develops detailed timeline and calendar for all related NPD activities.
- Structures, coordinates, and oversees implementation of all aspects of Philanthropy Day Awards Celebration Luncheon including:
 - Pre-, day-of, and post-event print and marketing materials
 - Stage management and day-of logistics
 - Theme, food & décor
 - Video production
 - Script writing
 - Signage
 - Photographer
 - Emcee
 - Event run-through
 - Seating arrangements
 - Event slide show
 - Post-event follow-ups, acknowledgements, invoices, etc.
- Works with all other chapter committee chairs/chapter officers and chapter administrator to ensure event tasks are accomplished and goals and objectives are met; upholds open lines of communications.
- Serves on or selects representative to serve as a liaison to the NPD Nominations Committee and the Sponsorship Committee.
- Issues RFP for event vendors and serves as the liaison with event vendors.
- Seeks information on NPD best practices from IHQ.
- Produces a smooth-running, inspiring event that will honor the award recipients, raise the visibility of philanthropy in the community, and showcase the professionalism of the Central Ohio AFP Chapter.
- Provides timely and up-to-date content to Chapter Administrator for committee web page on chapter web site.

- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



The Central Ohio Chapter of the Association of Fundraising Professionals exists to promote effective, ethical, accountable fundraising as both a recognized profession and as an essential component of philanthropy.

Position Title: National Philanthropy Day Nominations Committee Chair

Capacity: Board member

Reports to: VP of Communications

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Reviews award categories in conjunction with IHQ and, with board, determines final list of awards to be offered.
- Develops and, with VP Communications, Marketing/PR Chair and Chapter Administrator, disseminates NPD nomination forms to chapter members and other audiences as determined.
- Actively works to secure sufficient quantity/quality nominations to ensure that awards will go to truly outstanding recipients.
- Determines participation of past award recipients on Selection Committee.
- Prepares confidential nomination notebooks and sends to Selection Committee.
- Convenes meeting of Selection Committee and ensures fair and equitable selection process through stated criteria.
- Facilitate communications with winners.
- With committee, communicates with honorees to secure invitation lists, bios, photos, video representatives, post-event correspondence, etc., acting as the consistent point of contact for all honorees and nominating organizations.
- Coordinates logistical aspects of event including honoree arrival/departure, seating assignments, green room arrangements, and stage directions.
- Orders and secures awards to be presented to the honorees at the event.
- Submits names of honorees by designated deadline to IHQ for publication in the IHQ AFP Award booklet distributed at the IHQ awards banquet.
- Serves on or selects committee representative to serve as a liaison to the NPD Event Committee.
- Works with NPD Chair to develop and submit a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Public Policy Committee Chair

Capacity: Board member

Reports to: VP of Communications

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Provides VP Communications/Marketing Committee and Chapter Administrator with e-newsletter updates, issue briefs and links for alerts for dissemination to members.
- With Chapter President and VP Education, develops collaborations with other nonprofit organizations to promote AFP initiatives through advocacy.
- Serve as the liaison with IHQ and shares issue information with Chapter Board and members.
- Gathers information on local, state and federal legislative activities that have implications for AFP, nonprofit organizations, fundraising, philanthropy, and charitable solicitations.
- Identifies advocacy issues, concerns and opportunities; informs and educates AFP Central Ohio Chapter members about trends, issues and implications.
- Makes recommendations to the Chapter Board and IHQ in regard to each aspect.
- Develops and implements strategies as appropriate to deal with legislative issues and promote prudent public policy.
- Provides timely and up-to-date content to Chapter Administrator for committee web page on chapter web site.
- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



The Central Ohio Chapter of the Association of Fundraising Professionals exists to promote effective, ethical, accountable fundraising as both a recognized profession and as an essential component of philanthropy.

Position Title: AFP Education Course(s)

Capacity: Board member

Reports to: VP of Education

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Serves on the board of the Central Ohio AFP Chapter.
- Works with Chapter leadership to determine need for AFP IHQ Course offerings each year. Coordinates planning and implementation of CFRE Review course and/or Fundamentals of Fundraising, including:
 - Establishes best practices criteria for and selects course instructors.
 - Serves as liaison with IHQ to schedule, promote, market and oversee CFRE Review course as per best practices IHQ handbook.
 - Determines the location and timing of the CFRE Review course in coordination with the chapter education calendar.
 - Coordinates registration and pre-payment for all course participants.
 - Maintains student database and sends follow-up letters after course; sends electronic certificate spreadsheet to Chapter Administrator for records.
 - Obtains necessary supplies (folders, course materials).
 - Monitors the student' attendance and course completion.
 - Presents certificates to individuals who have completed the requirements.
 - Compile class evaluations submitted by the students as per IHQ.
- Works with VP Communications and Marketing Chair to outline strategies for communicating course opportunity to members and nonmembers.
- With committee, personally promotes course opportunity through group and one-on-one communications.
- Serves on or assigns committee member to serve on the CFRE Review Scholarship selection committee.
- Provides timely and up-to-date content to Chapter Administrator for committee web page on chapter web site.
- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Sponsorship Committee Chair

Capacity: Board member

Reports to: Treasurer

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- With input for appropriate committees, develops levels and benefits of recognition for sponsorship contributions to support programs of the Central Ohio AFP Chapter, including those affiliated with National Philanthropy Day, Partners in Philanthropy, monthly luncheon meetings, quarterly e-newsletters, etc.
- Updates and expands the sponsor database and, with VP Communications and Marketing/PR Develops sponsor marketing and promotional materials.
- Coordinates and oversees solicitation and procurement of sponsorships; ensures benefits of recognition are fulfilled.
- Secure signed agreements BEFORE and sponsorship recognition is made.
Provides documentation of pledges and/or payments to Treasurer & chapter Administrator.
- Prepares and send sponsor invoices; collects outstanding revenue.
- With Treasurer, evaluates ROI for sponsorship activities and develops new strategies to increase chapter revenues.
- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Provides timely and up-to-date content to Chapter Administrator for committee web pages on chapter web site.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Mentoring Committee Chair

Capacity: Board member

Reports to: VP of Membership

Key Responsibilities:

- Organizes and chairs committee meetings, scheduled as needed.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Provides chapter members, as mentees with the opportunity for a one year commitment to one-on-one assistance with a more experienced development professional. This will enhance their skills and knowledge as development professionals as well as be an enriching experience for the mentors.
- Track committee involvement of all mentees
- Recruits qualified mentors and eligible mentees to participate in the program.
- Reviews and modifies, as needed, application and evaluation forms.
- Communicates requirements of mentor/mentee relationships including length of pairings, number of meetings, and goals/objectives.
- Regularly communicates with and serves as an advisor to mentors and mentees to facilitate successful pairings.
- With VP Membership and Marketing Chair, promotes Mentoring Program to chapter membership through newsletter, press releases, web site, events, etc.
- Develops and implements an advance professional mentoring program.
- Provides timely and up-to-date content to Chapter Administrator for committee web page on chapter web site.
- Develops and submits a budget for mentoring meetings and materials to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensures that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Collegiate Chapter Committee Chair

Capacity: Board member

Reports to: VP for Membership

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Completes initiatives to successfully charter the AFP Central Ohio Collegiate Chapter at Otterbein.
- Recruits and appoints Central Ohio Chapter AFP professional advisor to work with Collegiate Chapter faculty advisor and collegiate chapter members.
- Works with Collegiate Chapter members to ensure collegiate chapter remains in good standing and retains its charter status by complying with the following:
 - Maintains an active program consistent with the objectives of the Association of Fundraising Professionals.
 - Maintains ten paid collegiate chapter members.
 - Elects officers and holds regularly-scheduled meetings.
 - Follows Chapter Accord process and provides requisite information to IHQ by designated deadline.
- Assists Collegiate Chapter leaders and members to plan and implement educational programs and a philanthropic project.
- Plans and implements a mentoring program and job shadowing opportunities for Collegiate Chapter members.
- Supports Collegiate Chapter participation at monthly Central Ohio Chapter monthly luncheon education programs.
- Provides timely and up-to-date content to Chapter Administrator for committee web page on chapter web site.
- Develops and submits a budget to the treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



The Central Ohio Chapter of the Association of Fundraising Professionals exists to promote effective, ethical, accountable fundraising as both a recognized profession and as an essential component of philanthropy.

Position Title: “Be the Cause” Committee Chair

Capacity: Board member

Reports to: Treasurer

Key Responsibilities:

- Organizes and chairs regularly-scheduled Committee meetings
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Coordinates and oversees solicitation and procurement of gifts; ensuring that we achieve 100% board participation.
- Provides timely and up-to-date content to AFP IHQ ensuring that the Chapter receives appropriate percentage of campaign revenue, as well as recognition for participation rate.
- Works with IHQ to set chapter goal for the campaign.
- Works with board to establish amount of chapter gift for IHQ.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensure that the celebration of success includes expressions of gratitude to donors.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



The Central Ohio Chapter of the Association of Fundraising Professionals exists to promote effective, ethical, accountable fundraising as both a recognized profession and as an essential component of philanthropy.

Position Title: National Philanthropy Day Committee Chair-Elect

Capacity: Board member

Reports to: VP of Communications

Key Responsibilities:

- Works with current NPD Committee Chair to support them in their role as event lead, participating in all of the same facets of planning, with the intention of providing continuity and superb leadership when the chair elect takes the lead one year later.
- Participate in regularly scheduled Committee meetings.
- Monitor the work of volunteers to ensure timely completion of assignments.
- Monitor the chair's detailed timeline and calendar for all related NPD activities.
- Serves on the NPD Nominations Committee and the Sponsorship Committee.
- Seeks information on NPD best practices from IHQ.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Diversity & Inclusion Committee Chair

Capacity: Board member

Reports to: VP of Membership

Key Responsibilities:

- Organizes and chairs committee meetings, scheduled as needed.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Develop programs that respond to the needs of chapter members in promoting diverse populations with their own organizations.
- Coordinate and plan with the Membership Chair to promote diverse populations in membership.
- Create and/or update a Diversity and Inclusion Plan for the chapter on an annual basis.
- Work with Chapter leadership and administration to ensure that the Chapter achieves the Friends of Diversity designation.
- Works with Affinity Group Chair to assure support for Diversity & Inclusion activities.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Make sure that diversity and inclusion is included in the strategic planning of the chapter.
- Seeks information on Diversity & Inclusion best practices from IHQ.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.



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Position Title: Education Programs Committee Chair

Capacity: Board member

Reports to: VP of Education

Key Responsibilities:

- Recruits and chairs Education Program Committee and ensures all Monthly Chapter programs and Web conferences are planned and executed.
- Work with the VP for Education to ensure that each educational session is well coordinated and well communicated with a focus on securing and coordinating venues, catering, AV, and communications to membership.
- Applies to CFRE International to ensure that chapter monthly luncheons programs qualify for CEUs.
- Identifies a speaker, coordinates date with other chapter activities, and work closely with fellow board to implement Annual Speaker Series or Keynote speaker.
- Works with the Chapter Administrator to send out monthly program notices by mail and e-blasts.
- Sends evaluation questions to Chapter Administrator before each monthly meeting.
- Maintains program records including description, attendance, and a summary of the evaluations.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor



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Position Title: Affinity Groups Chair

Capacity: Board member

Reports to: VP of Membership

Key Responsibilities:

- Be an active AFP Central Ohio Board Member.
- Become familiar with the AFP Central Ohio's Vision & Guidelines for Affinity Groups.
- Maintain relationships with Affinity Group Chairs to have a general understanding of how their group is faring (member satisfaction, level of engagement, upcoming activities).
- Attend at least one activity of each Affinity Group per year.
- Ensure that Affinity Group Chairs have succession plans to cultivate new Affinity Group Chairs to take their place as needed.
- Help Affinity Group Chairs bring their requests to the Board. This includes but is not limited to: requests to start up a new Affinity Group, requests for financial or administrative support for special programs, etc.
- Lead chapter efforts to monitor Affinity Group success. This could include conducting surveys, roundtables, etc. to ensure the Affinity program is meeting the strategic goals of the Chapter.



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Position Title: At-Large Member

Capacity: Board member

Reports to: President

Key Responsibilities:

- Adheres to policies and board member responsibilities adopted by the board.
- The at large member, like regular members, must attend all meetings and participate, using his/her knowledge or special insight in the best interest of the organization.
- At the request of the President, leads new initiatives that come up during the course of year, and align with the strategic plan.