



Association of Fundraising Professionals  
Central Ohio Chapter

Leadership Position Descriptions



*The Central Ohio Chapter of the Association of Fundraising Professionals exists to empower, support and engage individuals who fundraise in our community with a vision to be a thriving network of professionals who strengthen our nonprofit community by advancing donor-centered philanthropy.*

**Position Title:** President

**Capacity:** Executive Committee

**Reports to:** n/a

**Key Responsibilities:**

- Chairs Executive Committee and Board of Directors
- Presides at Chapter and Board meetings
- Coordinates the work of Executive Committee, who in turn supervises the committee chairs
- Oversees the Chapter budget
- Ensures timely communications regarding relevant Chapter issues to Board and membership
- Oversees the work of the Chapter Administrator
- Coordinates the Board's annual evaluation process of the Chapter Administrator and 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 (optional) retreat facilitator
- Works with the Chapter Administrator to submit Chapter Accord and Report of Chapter Activities to AFP Global by deadline as required by the Chapter Ten Star and Ten Star Gold award criteria
- Participates in AFP Global led conference calls for Chapter Presidents
- Reports activities and news from AFP Global to Board and membership as necessary
- Adheres to policies and Board responsibilities as adopted by the Board of Directors
- Upon leaving office, transfers all records to 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 a liaison to Board, Committees, and AFP Global as assigned by the President
- Works with Chapter Administrator to submit Chapter Leadership Form for the following year to AFP Global by deadline as required by the Chapter Accord process
- Work with Volunteer Placement Chair to engage more members in chapter volunteer leadership positions
- Attends AFP Global Leadership Academy as Chapter's representative
- Oversees Strategic Plan to ensure goals and objectives of approved strategic plan are on track and reports on outcomes
- Adheres to policies and Board responsibilities as adopted by the Board of Directors
- Upon leaving office, transfers all records to successor



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**Position Title:** Immediate Past President and Committee on Directorship Chair

**Capacity:** Executive Committee

**Reports to:** President

**Key Responsibilities:**

- Organizes and chairs the Committee on Directorship
- Ensures that the Board Member Responsibilities document is updated and adhered to annually
- 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 diverse member representation in Board service and committees each year
- Provides leadership training opportunities to cultivate future Chapter leaders
- Promotes Chapter membership serving on AFP Global committees
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Celebrates success; ensures that celebration includes expressions of gratitude to volunteers
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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 Executive Committee and Board for approval
- Keeps attendance at executive and board meetings; reports attendance issues to President
- Calls for and collects committee reports to include in board monthly packets
- 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 AFP Global (as needed)
- Responsible for implementing and adhering to Chapter Records Retention Policy
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Celebrates success; ensures that celebration includes expressions of gratitude to volunteers
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**Position Title:** Treasurer

**Capacity:** Executive Committee

**Reports to:** President

**Key Responsibilities:**

- Serves on the Executive Committee
- Chairs Finance Committee
- Coordinates the work of Chairs of External Resources, Sponsorships, Be The Cause and Scholarships
- Convenes meetings with these committee chairs and reports on committee activities to the Executive Committee
- Attends monthly Board meetings and gives financial report
- Monitors and evaluates performance of Chapter's accountant and recommends changes to the Board and Executive Committee
- Responsible for writing checks, creating and distributing invoices, and making deposits
- Verifies monthly financial reports generated by the Chapter accountant
- Prior to Board meetings, reviews monthly balance sheet and income statements and reconciles with 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 accountant to prepare IRS Form 990
- Works with Chapter's accountant to prepare 1099s for Chapter's contract employees
- Oversees investment funds
- Works to successfully achieve goals outlined in Chapter Strategic Plan
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**Position Title:** Vice President of Professional Development

**Capacity:** Executive Committee

**Reports to:** President

**Key Responsibilities:**

- Serves on Executive Committee
- Coordinates the work of the Chairs of Education, AFP Education Courses, Mentoring, and Affinity Groups & Peer Cohorts
- Convenes meetings with these committee chairs; reports on committee activities to the Executive Committee
- Serves as the liaison to AFP Global on education and reports to Board and committees on AFP Global policies and issues
- With the Education Chair, develops strategies for annual educational programming
- Promotes the value of the CFRE accreditation
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Celebrates success; ensures that celebration includes expressions of gratitude to volunteers
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- Upon leaving office, transfers all records to successor



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**Position Title:** Vice President of Membership

**Capacity:** Executive Committee

**Reports to:** President

**Key Responsibilities:**

- Serves on the Executive Committee
- Coordinates the work of the Chairs of Membership, IDEA (Inclusion, Diversity, Access & Equality), Volunteer Placement, and Collegiate Chapter
- Convenes meetings with these committee chairs; reports on activities to Executive Committee
- Serves as the liaison to AFP Global on membership and reports to Board and committees on AFP Global policies and issues
- With Membership Chair, develops strategies for recruitment and retention that coordinate and optimize current activities of the Chapter
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee
- Works to successfully achieve goals outlined in Chapter Strategic Plan
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**Position Title:** Vice President of Communications

**Capacity:** Executive Committee

**Reports to:** President

**Key Responsibilities:**

- Serves on the Executive Committee
- Coordinates the work of the Chairs of National Philanthropy Day (NPD), National Philanthropy Day Nominations, Marketing, and Technology
- Convenes meetings with these committee chairs; reports on activities to Executive Committee
- Serves as the liaison to AFP Global on marketing and communications and reports to Board and committees on AFP Global policies and issues
- Assures Chapter adherence to the AFP Global branding policy
- With Marketing Chair, develops annual marketing plan to promote activities of the Chapter and educate community about AFP and philanthropy
- With committee chairs, establishes communication and NPD calendar; ensures designated deadlines are met
- Coordinates timely and effective communications between all National Philanthropy Day committees (event, nominations and scholarships)
- Establishes policies and procedures for all Chapter graphics and communications and provides Board with guidelines
- Oversees appropriate and timely review of all Chapter communications, printed materials, and website content; provides or coordinates the editing and approval process with the Chapter Administrator and President prior to dissemination
- Oversees the selection of vendors related to design, event planning, web design, etc.
- Works to successfully achieve goals outlined in Chapter Strategic Plan
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**Position Title:** Sponsorships Chair

**Capacity:** Board Member

**Reports to:** Treasurer

**Key Responsibilities:**

- Organizes and chairs committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- With input from 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, educational programming, digital publications, etc.
- Updates and expands the sponsor database
- With Vice President of Communications and Marketing Chair, develops sponsor marketing and promotional materials
- Coordinates and oversees solicitation and procurement of sponsorships; ensures benefits of recognition are fulfilled
- Secures signed agreements before sponsorship recognition is made
- Provides documents of pledges/payments to Treasurer and Chapter Administrator
- Prepares and sends 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 by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
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**Position Title:** Scholarship Chair

**Capacity:** Board Member

**Reports to:** Vice President of Professional Development

**Key Responsibilities:**

- Organizes and chairs committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Determines, coordinates and awards all scholarships for the Chapter
  - Scholarships include: AFP International Conference, CFRE Exam, certificate courses, AFP Education Courses, and membership
  - Communicates scholarship deadlines and application procedures to the Chapter
  - Informs scholarship recipients and non-recipients in a timely fashion
  - Submits all necessary documentation to AFP Global for AFP Conference scholarship recipient (Chamberlain Scholar)
- With the Volunteer Coordinator and Mentoring Chair tracks committee involvement of mentees and scholarship recipients
- Works with the Vice President of 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
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
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**Position Title:** External Directories Chair

**Capacity:** Board Member

**Reports to:** Treasurer

**Key Responsibilities:**

- Organizes and chairs committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Works with businesses to ensure jobs are posted and postings are removed when either the position is filled or the contract timeline expires
- Fields questions and follows up to ensure job bank registrations are complete
- Works with Association Chapter Administrator to coordinate job and eblast posts
- Builds and maintains consultants directory
- Ensures fulfillment requirements from National Philanthropy Day sponsorships
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Research other revenue-generating opportunities
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
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**Position Title:** Be The Cause Chair

**Capacity:** Board Member

**Reports to:** Treasurer

**Key Responsibilities:**

- Organizes and chairs committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Coordinates and oversees Chapter's local campaign in support of AFP Global's Be The Cause initiative
  - Works with AFP Global, President and Chapter Administrator to set Chapter goal for the campaign
  - Ensures the Chapter achieves 100% Board participation
- With approval from the Board, determines the Chapter's annual gift to AFP Global (as necessary)
- Provides timely and up-to-date content to AFP Global ensuring that the Chapter receives appropriate percentage of campaign revenue
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
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**Position Title:** Education Programs Chair and Chair Elect

**Capacity:** Board Member

**Reports to:** Vice President of Professional Development

**Key Responsibilities:**

- Organizes and chairs committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- With committee, ensures all Chapter education programs are planned and executed
- Works with the Vice President of Professional Development 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 education programs qualify for CEUs
- Works with Chapter Administrator and Marketing Chair to send out program notices
- Sends evaluation questions to Chapter Administrator before each program
- Maintains program records including description, attendance and summary of evaluations
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
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**Position Title:** AFP Global Education Courses Chair

**Capacity:** Board Member

**Reports to:** Vice President of Professional Development

**Key Responsibilities:**

- Organizes and chairs committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Coordinates planning and implementation of Fundamentals of Fundraising and/or CFRE Review Course including:
  - Establishing best practices criteria for and selects course instructors
  - Serves as liaison with AFP Global to schedule, promote, market and oversee courses
  - Determines location and timing of courses in coordination with the Chapter education calendar
  - Coordinates registration and pre-payment for all participants
  - Maintains student database and sends follow-up letters after course; sends certificate spreadsheet to Chapter Administrator for records
  - Obtains necessary supplies and course materials
  - Monitors student attendance and course completion and presents certificates
  - Compiles evaluations
- Works with Vice President of Communications Marketing Chair and Scholarship Chair to outline strategies for communicating course opportunity and scholarships to members and non-members
- With committee, personally promotes course opportunity through group and one-on-one communications
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
- Works to successfully achieve goals outlined in Chapter Strategic Plan
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**Position Title:** Affinity Groups and Peer Cohorts Chair

**Capacity:** Board Member

**Reports to:** Vice President of Professional Development

**Key Responsibilities:**

- Organizes and chairs committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Become familiar with AFP Central Ohio's Vision & Guidelines for Affinity groups and Fundraising Fellow Peer Cohort groups
- Maintain relationship with Affinity Group Chairs and Peer CoHort Leaders to have a general understanding of how their group is faring (member satisfaction, level of engagement, upcoming activities)
- Ensure Affinity Groups and Peer CoHorts have the resources they need to be successful
- Attends at least one activity of each group per year
- Ensure Affinity Groups and Peer Cohort Leaders have succession plans to cultivate new leaders to take his/her place as needed
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Identifies successor to chair position
- Celebrates success; ensures that celebration includes expressions of gratitude to volunteers
- Adheres to policies and Board responsibilities as adopted by the Board of Directors
- Upon leaving office, transfers all records to successor





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**Position Title:** Mentoring Chair

**Capacity:** Board Member

**Reports to:** Vice President of Professional Development

**Key Responsibilities:**

- Organizes and chairs Committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Provides Chapter members the opportunity to be a mentee for a one-year commitment focused on one-on-one relationship with a more experienced development professional
- Program will enhance mentee skills and knowledge as development professionals as well as be an enriching experience for the mentors
- With Volunteer Coordinator, 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 relationship including length of pairing, number of meetings and goals/objectives
- Regularly communicates with and serves as an advisor to mentors and mentees to facilitate successful pairings
- With Vice President of Membership and Marketing Chair, promotes the mentoring program to Chapter membership
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Identifies successor to chair position
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**Position Title:** Membership Chair

**Capacity:** Board Member

**Reports to:** Vice President of Membership

**Key Responsibilities:**

- Organizes and chairs Committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- With Vice President of Membership and Committee, develops and implements a recruiting and retention plan
- Maintains and analyzes membership status statistics and reports to the Board
  - Coordinates follow-up communication with Chapter event guests
  - Makes contact with prospective members and follows up with membership information
  - Welcomes new members (including hosting New Member Orientation)
  - Identifies lapsed members and contact for renewal
- Determines, monitors and evaluates use of membership incentives (e.g., lunch coupons, membership discounts, AFP Global membership discounts)
- Serves as AFP Global liaison regarding membership issues
  - Works closely with AFP Global to take advantage of all resources available to chapters
- Works with the Marketing Committee to communicate the value of membership to current and prospective members, as well as the funding decision makers at their organizations
- Works with the Education Committee to ensure Chapter educational offerings provide maximum value for all members
- Works with the Scholarship Committee to promote scholarships as a member benefit
- Assigns duties to Committee Members and provides membership materials for Chapter events
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
- Celebrates success; ensures that celebration includes expressions of gratitude to volunteers
- Adheres to policies and Board responsibilities as adopted by the Board of Directors
- Upon leaving office, transfers all records to successor



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**Position Title:** I.D.E.A Chair (Inclusion, Diversity, Equity and Access)

**Capacity:** Board Member

**Reports to:** Vice President of Membership

**Key Responsibilities:**

- Organizes and chairs Committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Develops programs that respond to the needs of Chapter members in promoting diverse populations with their organizations
- Works with the Membership Committee to promote diversity in Chapter membership
- Creates/Updates I.D.E.A. plan for the Chapter on an annual basis
- With Chapter Administrator, ensures the Chapter achieves AFP Global Friends of Diversity designation
- Works with Education Committee and Affinity Groups & Peer Cohorts Chair to assure support for I.D.E.A. activities
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
- Celebrates success; ensures that celebration includes expressions of gratitude to volunteers
- Adheres to policies and Board responsibilities as adopted by the Board of Directors
- Upon leaving office, transfers all records to successor



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**Position Title:** Collegiate Chapter Chair

**Capacity:** Board Member

**Reports to:** Vice President for Membership

**Key Responsibilities:**

- Organizes and chairs Committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Assists in developing and running operations for AFP Central Ohio Collegiate Chapters
- Recruits and appoints Central Ohio AFP Collegiate Chapter professional Advisor to work with Collegiate Faculty/Staff Advisor and Collegiate Chapter Members
- Works with Collegiate Chapter Members to ensure Collegiate Chapter remains in good standing and retains charter status by complying with AFP Global regulations including:
  - Maintaining an active program consistent with the objectives of the Association of Fundraising Professionals
  - Maintaining ten paid collegiate chapter members
  - Elects officers and holds regularly-scheduled meetings
  - Follows Chapter Accord process and provides requisite information to AFP Global by deadline
- Assists Collegiate Chapter leaders and members to plan and implement education programs and philanthropic project
- Plans and implements a mentoring program and job shadowing opportunities for Collegiate Chapter members
- Supports Collegiate Chapter participation at education programs and National Philanthropy Day
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
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**Position Title:** Volunteer Coordinator

**Capacity:** Board Member

**Reports to:** Vice President for Membership

**Key Responsibilities:**

- Recruits and enlists committee members as needed; monitors the work of volunteers to ensure timely completion of assignments
- Organizes and chairs committee meetings
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Identifies each association committee volunteer needs and roles to be fulfilled
- Obtains the names of scholarship recipients and mentees. Determine whether they are members of committees (as required for award and mentorship); if not, place them on a committee that best matches their interest and in the interest of the chapter
- Makes formal introductions of volunteer to committee chair; hand-off
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
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**Position Title:** National Philanthropy Day Chair

**Capacity:** Board Member

**Reports to:** Vice President of Communications

**Key Responsibilities:**

- Organizes and chairs Committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Works with Board to set strategic goals and objectives for the National Philanthropy Day Awards Celebration
- Develops detailed timeline and calendar for all related National Philanthropy Day activities
- With Event Planner and Vendor, structures, coordinates and oversees implementation of all aspects of National Philanthropy Day including:
  - Pre-, day-of, and post-event print and marketing materials
  - Stage Management and day-of logistics
  - Theme, food and décor
  - Video production
  - Script writing
  - Signage
  - Photographer
  - Emcee
  - Event run-through
  - Seating arrangements
  - Event slide show
  - Post-event follow-up, acknowledgements, invoices, etc.
- Works with appropriate Committee Chairs and Chapter Administrator to ensure events tasks are accomplished and goals and objectives are met; upholds open lines of communications
- Serves on or selects Committee Member to serve as a liaison to the NPD Nominations Committee and Sponsorship Committee
- Issues RFP for event vendors and as the liaison with vendors
- Seeks information from AFP Global on National Philanthropy Day best practices
- 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 center

- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
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**Position Title:** National Philanthropy Day Nominations Chair Elect

**Capacity:** Board Member

**Reports to:** Vice President of Communications

**Key Responsibilities:**

- Works with current National Philanthropy Day Committee Chair to support him/her in her/his role as event lead, participating in all of the same facets of the planning, with the intention of providing continuity and leadership when the Chair Elect takes lead the following year
- 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 NPD related activities
- Serves on the NPD Nominations Committee and Sponsorship Committee
- Seeks information from AFP Global on National Philanthropy Day best practices
- Identifies next chair-elect
- Adheres to policies and Board responsibilities as adopted by the Board
- Upon leaving office, transfers all records to successor





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**Position Title:** National Philanthropy Day Nominations Chair

**Capacity:** Board Member

**Reports to:** Vice President of Communications

**Key Responsibilities:**

- Organizes and chairs Committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Reviews award categories in conjunction with AFP Global and, with Board, determines the final list of awards to be offered
- With Vice President of Communications, Marketing Chair and Chapter Administrator, develops and disseminates NPD nominations forms to Chapter members and community
- Actively works to secure sufficient quantity and quality nominations to ensure that awards will go to truly outstanding recipients
- Coordinates work of Selection Committee:
  - Determines participation of past award recipients on Selection Committee
  - Prepares and shares confidential nomination materials with Selection Committee
  - Oversees fair and equitable selection process through state criteria with Selection Committee
- Facilitates 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 (*\*Often delegated to NPD Committee Member*)
- 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 AFP Global for publication in the AFP Global Award booklet
- Serves on or selects Committee representative to serve as a liaison to the NPD Event Committee and Sponsorship Committee
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications

- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
- Celebrates success; ensures that celebration includes expressions of gratitude to volunteers
- Adheres to policies and Board responsibilities as adopted by the Board of Directors
- Upon leaving office, transfers all records to successor



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**Position Title:** Marketing Chair

**Capacity:** Board Member

**Reports to:** Vice President of Communications

**Key Responsibilities:**

- Organizes and chairs committee meetings
- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- With Vice President of 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 social media presence
- Creates ongoing partnerships with media outlets and publications to increase awareness and visibility of Chapter
- Produces external Chapter communications and public relations including, but not limited to press releases, media relation, e-blasts, fact sheets, e-newsletter, etc.
- Prepares content schedule, produce and disseminate Chapter's e-newsletter
- With Vice President of 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 an prepares and distributes press releases and PSAs; follows-up with media outlets to secure maximum publicity
- Serves as a resource for all other committees and provides AFP Global templates as available and appropriate
- Lists all Chapter events on local and regional event calendars and on AFP Global calendar
- Public Policy/Advocacy:
  - Assigns committee member to serve as liaison to AFP Global regarding advocacy and governmental affairs/public policy issues to share with the Board and members
  - Develops and implements strategies to inform Chapter members about advocacy issues and, as appropriate, deals with legislative issues and promote prudent public policy
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications

- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
- Celebrates success; ensures that celebration includes expressions of gratitude to volunteers
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**Position Title:** Technology Chair

**Capacity:** Board Member

**Reports to:** Vice President for Communications

**Key Responsibilities:**

- Recruits and enlists committee members; monitors the work of volunteers to ensure timely completion of assignments
- Organizes and chairs committee meetings
- Works with committee to investigate technology-based solutions for the Chapter to function more effectively
- Upon Board approval, implements with committee assistance the recommended technology solutions
- Provides training to Board members, Committee Chairs, and constituents to effectively use implemented technologies
- Works with the Education and Technology Committees to explore ways to utilize technology in order to provide enhancements or solutions to improve or increase educational opportunities provided
- Assures that solutions are easy to learn to use for both tech-savvy and novice users
- Develops and submits a budget to the Treasurer by designated deadline; monitors committee income and expenditures
- Provides timely and up-to-date content to Chapter Administrator and Marketing Chair for website and digital publications
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Ensures there is a succession plan to cultivate a new chair to take his/her place as needed
- Celebrates success; ensures that celebration includes expressions of gratitude to volunteers
- Adheres to policies and Board responsibilities as adopted by the Board of Directors
- Upon leaving office, transfers all records to successor



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**Position Title:** At-Large

**Capacity:** Board Member

**Reports to:** President

**Key Responsibilities:**

- At the request of the President, leads initiatives that align with the strategic plan or come up during the course of the year
- Like regular members, must attend all meetings and participate using his/her knowledge or special insight in the best interest of the organization
- Works to successfully achieve goals outlined in Chapter Strategic Plan
- Adheres to policies and Board responsibilities as adopted by the Board of Directors
- Upon leaving office, transfers all records to successor