**AFP Foundation for Philanthropy- Canada**

**Every Member Campaign Chapter Chair Job Description**

The Every Member Campaign (EMC) Chapter Chair serves as liaison between the chapter and the AFP Foundation for Philanthropy- Canada. The primary role is to educate, cultivate, solicit and steward individual donors for the cooperative foundation/chapter annual campaign.

1. Cooperative Foundation/Chapter Annual Campaign – Individual Fundraising Program
   1. Provide appropriate acknowledgment and recognition of donors at the chapter level;
   2. Communicate the value of the campaign, helping others to understand how it supports the chapter’s education and professional development agenda;
   3. Educate fellow chapter leaders and members about the activities of the AFP Foundation for Philanthropy- Canada; and
   4. Coordinate the chapter's Every Member Campaign
      1. Participate in establishing the chapter’s cooperative campaign goal and motivate individual members to increase the chapter’s participation in the campaign;
      2. Encourage chapter board members to support the campaign and achieve 100% board participation;
      3. Report to the chapter president, board of directors and members regularly on the committee’s activities and progress toward annual campaign goals; and
      4. Check EMC reports for accuracy and resolve discrepancies with AFP Foundation for Philanthropy- Canada staff.
      5. Frequently use chapter toolkit materials provided at <https://drive.google.com/open?id=1BvTIeD7m5phawwRbWh1nhxn3A6P-TmH3>
2. Make a personally meaningful gift to the Every Member Campaign.
   1. Consider participating in the Foundation’s monthly giving program (Alpha Society)
3. Tell Us Your Stories – How Is Your Chapter Fulfilling Its Mission
   1. Submit a brief description of the people and/or organizations served by key chapter programs that represent shared, organizational strategic priorities;
      1. Sample programs may include ones that promote diversity and inclusion, serve young professionals or advance ethical and effective fundraising; and
      2. Ensure that at least one person served by this program is highlighted, including photos, captions and a quote.
4. Additional duties include, but are not limited to:
   1. Maintaining active interaction with AFP Canada Foundation staff to provide support to the chapter and ensure continuity;
   2. Sharing fundraising approaches and strategies that may serve as models for other chapters;
   3. Contributing relevant messaging to the cooperative campaign’s case for support; and
   4. Turning over to the successor all chapter records and information immediately upon completion of term or resignation.