



JOB DESCRIPTION FOR THE AFP CHAIR

The function of the chair, in partnership with the president and CEO, is to ensure the board of directors fulfills its governance responsibilities and optimizes the relationship between the board and management. The chair serves on the board of directors and executive committee.

Responsibilities are to:

1. plan regularly with the president and CEO for leadership of the organization;
2. preside at meetings of the board; executive committee; and Leadership Academy;
3. work with the president and CEO to recommend the composition of board committees and recommend committee chairs to the executive committee, with an eye to future succession;
4. work with the president and CEO to ensure the board has resources to accomplish its responsibilities;
5. reflect concerns the management has with regard to the board or individual directors, and reflect to the president and CEO concerns of the board and other constituencies;
6. present in public forums representing AFP internationally, nationally, and regionally where and when appropriate and meaningful;
7. focus the board's attention on matters of institutional governance that relate to the organization's mission, vision and long-range plans, and to its own structure, role and relationship to management;
8. ensure the board is satisfied it has fulfilled its responsibilities; including setting organizational direction, providing oversight and ensuring necessary resources;
9. actively recruit board members for succession planning and review committee rosters for viable candidates for Committee on Directorship (COD) consideration;
10. fulfill other functions assigned to members of the AFP executive committee as appropriate.
11. enhance relationships internationally and globally.
12. work to enhance fiscal responsibility and help provide oversight of financial condition of the organization.
13. serve on the AFP US Foundation boards and AFP Canada boards per their governing policies.



JOB DESCRIPTION FOR THE AFP CHAIR-ELECT

The functions of the chair-elect are to assume the responsibilities of the board chair in his or her absence, assist the chair in carrying out the functions of that office, and perform specific duties delegated by the chair. The chair-elect serves on the board of directors and executive committee.

Responsibilities are to:

1. chair the Strategic Planning Committee;
2. assist Treasurer to ensure an independent annual audit of AFP finances, and exercise fiduciary responsibility to review and distribute, to appropriate parties, financial audits by professional Certified Public Accountant for the association and to be submitted to the board and executive committee membership;
3. assist the treasurer in the organization's budget process; provide, review and oversight; ensure that the budget financials are submitted to the executive committee and board members for approval;
4. chair one or more AFP committees, or ad hoc functions, at the request of the chair;
5. assist the board chair in the performance of his or her duties whenever requested to do so;
6. attend special meetings as directed by the board chair;
7. represent AFP to other associations or organizations as requested by the chair;
8. actively recruit board members for succession planning and review committee rosters for viable candidates for COD consideration;
9. place calls to all current board members in the spring of each year to review their board service terms and discuss interest of continuing to serve
10. fulfill other functions assigned to members of the AFP executive committee as appropriate.
11. serve on the AFP US Foundation boards and AFP Canada boards per their governing policies.



JOB DESCRIPTION FOR THE AFP IMMEDIATE PAST-CHAIR

The function of the immediate past-chair is to chair the Committee on Directorship (COD) to ensure an effective transition for the newly constituted board. The immediate past-chair serves on the board of directors and executive committee.

Responsibilities are to:

1. assist the chair in carrying out the functions of that office;
2. perform duties assigned by the board chair, which may include serving as chair of one or more AFP committees or in an ad hoc function;
3. attend special meetings as directed by the board chair;
4. represent AFP to other associations or organizations as requested by the chair;
5. develop board performance assessment procedures and conduct the assessment;
6. review and improve policies and procedures relevant to nominations and elections;
7. actively recruit board members for succession planning and review committee rosters for viable candidates for COD consideration;
8. oversee the work of the COD; present the slate of board members to the membership for their vote; present the slate of officers to the board for their consideration and approval.
9. fulfill other functions assigned to members of the AFP executive committee as appropriate.
10. serve on the AFP US Foundation boards and AFP Canada boards per their governing policies.



JOB DESCRIPTION FOR THE AFP VICE CHAIRS

The function of a vice chair is to lead one of the AFP divisions: membership, external relations, or professional development. The vice chairs serve on the board of directors.

Responsibilities are to:

1. recommend to the executive committee nominees for committee chairs in their division;
2. communicate board policies and guidelines to the committee chairs in their division;
3. communicate committee actions to the board;
4. ensure that the committees in the division act in accordance with board policies and direction;
5. provide guidance and direction to committee chairs in support of their work;
6. help link committees within and across divisions to support collaboration;
7. support goals and objectives of each committee through advocacy and engagement;
8. provide input into the strategic direction of AFP;
9. actively recruit board members for succession planning and review committee rosters for viable candidates for COD consideration;
10. fulfill other functions assigned to members of the AFP vice chairs as appropriate.



JOB DESCRIPTION FOR THE AFP TREASURER

The function of the treasurer is to ensure the integrity of the fiscal affairs of the Association. The treasurer serves on the board of directors and executive committee.

Responsibilities are to:

1. chair the AFP Finance Committee;
2. ensure that the association maintains accurate financial records;
3. ensure all financial policies are followed;
4. work in collaboration with the staff to assist in the preparation of the annual budget; work in conjunction with the finance committee to distribute the budget to appropriate parties for review, and to submit the budget to the executive committee and board membership;
5. monitor association expenditures to ensure operation within the annual budget;
6. review financial documents of the organization;
7. ensure that regular financial reports are submitted to the board and executive committee membership;
8. provide for an independent annual audit of AFP finances, and exercise fiduciary responsibility for the association. Lead the finance committee in the oversight, review and distribution, to appropriate parties, financial audits by a Certified Public Accountant;
9. ensure that AFP staff regularly updates personnel policies to reflect and address changes in labor laws;
10. ensure the finance committee approves the association staff classification and salary ranges;
11. serve as ex-officio on the AFP US Foundation for Philanthropy finance and investment committee;
12. actively recruit board members for succession planning and review committee rosters for viable candidates for COD consideration;
13. fulfill other functions assigned to members of the AFP executive committee as appropriate.
14. serve on the AFP US Foundation Board of Governors per their governing policies.



JOB DESCRIPTION FOR THE AFP SECRETARY

The primary function of the secretary is to ensure that records are maintained of all association board and executive committee meetings. The secretary serves on the board of directors and the executive committee.

Responsibilities are to:

1. ensure that all actions of board and executive committee meetings are recorded in the minutes and distributed to board members, the president and CEO and others as approved by the board;
2. ensure that current copies of the association bylaws, policies and procedures are provided to the chair and other officers and directors as appropriate;
3. obtain information from records and minutes for board decision-making;
4. ensure formal governance actions are in accord with standard parliamentary procedures as defined in the latest version of *Robert's Rules of Order*;
5. keep safe all the official papers of the board.
6. in conjunction with the Committee on Directorship, annually review job descriptions of the AFP board and officers and provide suggested revisions as appropriate;
7. actively recruit board members for succession planning and review committee rosters for viable candidates for COD consideration.
8. fulfill other functions assigned to members of the AFP executive committee as appropriate.



FUNCTIONS & RESPONSIBILITIES FOR THE AFP EXECUTIVE COMMITTEE

The function of the AFP executive committee is to ensure ongoing support, coordination and implementation of the overall board's decisions and plans.

Responsibilities are to:

1. provide leadership for the board in annual planning and goal setting;
2. assist the chair, president and CEO and treasurer, as appropriate, in exercising the board's fiduciary responsibility for the organization;
3. act on behalf of the board of directors when necessary, while keeping the board apprised of decisions and seeking ratification for actions when required;
4. establish a program for Leadership Academy meetings;
5. help prioritize the board's agenda and facilitate discussion;
6. work with the president and CEO to identify committee chairs;
7. monitor the degree to which committee goals and activities support the strategic plan;
8. provide input and support to the chair and president and CEO;
9. act as a sounding board for the chair and president and CEO;
10. work with the chair and president and CEO to share and discuss concerns, issues and opportunities relevant to the organization and its work;
11. evaluate the president and CEO's performance;
12. actively recruit board members for succession planning and review committee rosters for viable candidates for COD consideration;
13. decide appeals from decisions of the Ethics hearing panel (following a hearing) or if the Ethics Committee (following a summary finding of violation of the Code). If any executive committee member participated on the ethics hearing panel in a hearing, or on the ethics committee in a summary finding of violation of the Code, or has or has had a business, financial, personal or familiar relationship with any party to the matter or witness at the hearing, that person shall recuse themselves from participation in the appeal. The decision of the executive committee is final.