



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, and chair the CEO evaluation committee and Office of the President;
2. preside at meetings of the board and Executive Committee;
3. serve on the AFP Canada and AFP Foundations for Philanthropy boards;
4. work with the president and CEO to recommend special task forces as needed, the composition of board committees with an eye to future succession, and resources the board needs to accomplish its responsibilities;
5. reflect concerns of management 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 globally, nationally, regionally and locally 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 strategic 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 Nominating Committee consideration;
10. fulfill other functions assigned to members of the AFP Executive Committee as appropriate.
11. Enhance relationships globally, nationally, regionally and locally.
12. Increase fiscal responsibility and help provide oversight of financial condition of the organization.



JOB DESCRIPTION FOR THE AFP CHAIR-ELECT

The functions of the chair-elect are to assume the responsibilities of the board chair in their 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. chair the Audit Committee, ensuring 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 is 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 their 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 Nominating Committee consideration;
9. place calls to all current board members in the spring of each year to review their board service terms, explore their interest in continuing to serve, and discuss annual philanthropic commitment.
10. fulfill other functions assigned to members of the AFP Executive Committee as appropriate.



JOB DESCRIPTION FOR THE AFP IMMEDIATE PAST CHAIR

The immediate past-chair assists the chair in carrying out the functions of that office and serves on the board of directors and Executive Committee. Responsibilities are to:

1. chair the Nominating Committee to ensure an effective transition for the newly constituted Board;
2. assist the chair in carrying out the functions of that office;
3. chair the Past Chairs Council;
4. 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;
5. attend special meetings as directed by the board chair;
6. represent AFP to other associations or organizations as requested by the chair;
7. develop board performance assessment procedures and conduct the assessment;
8. review and improve policies and procedures relevant to nominations and elections;
9. actively recruit board members for succession planning and review committee rosters for viable candidates for Nominating Committee consideration;
10. oversee the work of the Nominating Committee; 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.
11. fulfill other functions assigned to members of the AFP Executive Committee 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 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. assist the Audit Committee Chair in providing for an independent annual audit of AFP finances, and exercise fiduciary responsibility for the Association.
9. ensure that AFP staff regularly updates personnel policies to reflect and address changes in labor laws;
10. serve as Ex-Officio on the AFP Foundations for Philanthropy Finance and Investment Committees and serve on the AFP Foundation for Philanthropy – U.S. Governing Board;
11. actively recruit board members for succession planning and review committee rosters for viable candidates for Nominating Committee consideration;
12. fulfill other functions assigned to members of the AFP Executive Committee as appropriate.



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. chair the Governance Committee;
3. ensure that current copies of the Association bylaws, policies and procedures are provided to the chair and other officers and directors as appropriate;
4. obtain information from records and minutes for board decision-making;
5. ensure formal governance actions are in accord with standard parliamentary procedures as defined in the latest version of *Robert's Rules of Order*;
6. keep safe all the official papers of the board.
7. In conjunction with the Nominating Committee, annually review job descriptions of the AFP Board and Officers and provide suggested revisions as appropriate;
8. actively recruit board members for succession planning and review committee rosters for viable candidates for the Nominating Committee consideration.
9. 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, 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. Help prioritize the board's agenda and facilitate discussion;
5. Monitor the Strategic Plan and progress towards associated goals, objectives and Key Performance Indicators (KPIs);
6. Provide input and support to, and act as a sounding board for, the Chair and President and CEO;
7. Work with the Chair and President and CEO to share and discuss concerns, issues and opportunities relevant to the organization and its work;
8. Evaluate the president and CEO's performance;
9. Actively recruit board members for succession planning and review committee rosters for viable candidates for Nominating Committee consideration;
10. 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.