

## Chapter Leader Role Descriptions

*\*Those with an asterisk are required to submit during annual Chapter Accord Process*

**President\*** - The President shall be the chief elected officer of the chapter, preside at all chapter meetings, and shall be an ex-officio member of all committees.

**President-elect\*** - The President-elect shall have authority and assume the full duties of the President in case of his/her absence. In most cases, the President-elect shall succeed the President in the leadership track.

**Check Recipient\*** - The recipient receives chapter membership reimbursement checks and monthly reports from IHQ. If the chapter has direct deposit, this individual receives the reports.

**Membership Chair\*** - The Membership Chair accepts responsibility for the chapter's year-end membership statistics. His/her role is to create interest in the recruiting and retention process, develop meaningful volunteer assignments, and devise methods to achieve chapter goals.

**Secretary\*** - The secretary prepares and distributes accurate minutes of all meetings of the chapter and Board of Directors, prepares and files with appropriate agencies all reports required to maintain the active status of the chapter's corporation, and provides proof of corporate status to IHQ as part of the annual Accord process, and prepares correspondence at the direction of the President and/or Board of Directors.

**Treasurer\*** - The Treasurer shall be the fiscal officer for the chapter and is legally responsible for all funds, as outlined in the Chapter Bylaws.

**Chapter Administrator** – The chapter administrator maintains the general administration, database management, and financial/accounting services. The administrator also provides board/committee and conference and meeting support. This position varies by chapter.

**Immediate Past President** – The Immediate Past President prepares a slate of nominees for all elected offices, works closely with committee members to ensure diversity and to see that the best-qualified applicants are chosen, and ensures that all members are provided with a copy of the slate of officers, according to notification procedures required by the chapter bylaws.

**Awards Chair** – The Awards chair works to help the chapter achieve various IHQ awards.

**NPD Chair** – The National Philanthropy Day chair works to create a committee that is responsible for all aspects of the chapter's annual NPD program, including awards, sponsorship, and event planning.

**IDEA Chair** – The Inclusion, Diversity, Equity, and Access (I.D.E.A.) chair works to implement and monitor the chapter's I.D.E.A goals and objectives and to ensure that inclusion, diversity, equity, and access are incorporated into all aspects of the chapter's operations.

**Education/Programming Chair** – The Education chair works with a committee to prepare and execute a plan for monthly chapter programs, develop programs that respond to the educational needs of chapter members and others in the community, and maintain program records, including description, speaker, attendance, evaluation, and revenue.

**Communications Chair** – The Communications Chair directs the Chapter’s efforts in promoting the Chapter, AFP, philanthropy, and the fundraising profession. This individual also works in a few ways to effectively market Chapter events to members, nonmembers, the media, and the public.

**Government Relations Chair** – The Government Relations Chair is responsible for keeping chapter members informed of important public policy issues related to philanthropy and fundraising. The Chair is a liaison between his/her chapter, other AFP chapters, and the Government Relations Committee. Each Government Relations Chair automatically receives AFP’s monthly Public Policy Update, which informs members of new legislative and regulatory developments affecting fundraising and philanthropy.

**Foundation Development Chair** – The Foundation Development Chair (FDC) is the liaison between the chapter and the AFP Foundation for Philanthropy. The primary role is to educate, cultivate, solicit, and steward individual donors for the cooperative foundation/chapter annual campaign.

**Scholarship Chair** – The Scholarship chair works with a committee to promote chapter and IHQ scholarships to members. The Scholarship chair is responsible for coordinating the Chamberlain Scholarship for the chapter.

**Ethics Education Chair** – The Ethics Education chair works with a committee to educate members and other professionals about the Code of Ethics.

**Mentorship Chair** – The mentoring chair shall be responsible for forming a committee to pair advanced executives with members new to the fundraising field, contemplating a career change, or seeking expert guidance to provide one-on-one assistance that will enhance their knowledge and skills as development professionals.

**Young Professionals Chair**- Engage young professionals in the chapter by organizing regular activities specifically designed for young professionals, working with other committee chairs on the board to plan joint programs, engaging young professionals who attend meetings, and encourage any Young Professionals who are non-members to become members using the conversation to educate them about the Young Professionals membership level offered through IHQ, benefits of membership, scholarship opportunities, etc.

**Webmaster** – The Webmaster manages and updates the chapter's website with the most up-to-date information. If your chapter is in the IHQ website program, anyone listed as the webmaster will have access to make changes to the website and will also receive job posting notifications.