**Charter for the National Philanthropy Day Host Committee**

Mission: The mission of the National Philanthropy Day 2024 Host Committee is to collaboratively plan, organize, and execute a successful and impactful event that celebrates and promotes philanthropy in Sioux Falls, SD.

Vision: To create an inspiring and engaging National Philanthropy Day experience that fosters awareness, appreciation, and support for philanthropy within the community.

Authority: The Host Committee operates under the authority of the South Dakota Chapter of the Association of Fundraising Professionals (AFP) and works in collaboration with the AFP-SD board of directors. The Committee will submit regular updates to the chapter’s board of directors.

Composition: The Committee consists of dedicated AFP members from across the state of South Dakota. Committee members bring diverse skills and experiences to ensure the comprehensive planning and execution of the National Philanthropy Day event. The committee will receive staff support from the chapter’s retained association management firm.

Chairperson: The chairperson of the committee is a member of the AFP board of directors, providing leadership, guidance, and a direct link between the committee and the AFP.

Meetings: The committee conducts regular meetings to discuss progress, challenges, and strategies, ensuring open communication and effective collaboration among members.

Duration: The committee operates for the duration leading up to and including the National Philanthropy Day 2024 event.

By accepting a position on the Host Committee, members commit to actively contributing to the success of National Philanthropy Day, upholding the values of AFP and promoting a culture of philanthropy in South Dakota.

**National Philanthropy Day Host Committee Responsibilities**

Position: Host Committee Member

Objective: To contribute actively to the success of National Philanthropy Day 2024, organized by the South Dakota Chapter of the Association of Fundraising Professionals (AFP).

Responsibilities:

1. Collaborate with fellow committee members to plan and execute various aspects of the event.
2. Actively participate in regular committee meetings to discuss progress, challenges, and strategies.
3. Assist in identifying and securing sponsors and supporters for the event.
4. Establish event goals related to attendance, net revenue, engagement, etc.
5. Serve as lead for assigned segments of the event.
6. Procure and select educational program speakers and facilitators, keynote presents and others.
7. Engage in promotional activities to enhance event visibility and attendance.
8. Promote and assist with the selection of the National Philanthropy Day awards.
9. Support logistical planning, including venue coordination, catering, and audiovisual arrangements.
10. Contribute creative ideas for event enhancements and experiences.
11. Assist in coordinating volunteers and assigning responsibilities during the event.
12. Manage budget and expenses to ensure profitability of event.
13. Liaise with the AFP board of directors and communicate updates regularly.

Qualifications:

* Active member of AFP South Dakota with a commitment to philanthropy and fundraising.
* Strong organizational and communication skills.
* Ability to work collaboratively in a team-oriented environment.
* Previous event planning or committee experience is a plus.