

## UPDATED AFP BOARD JOB DESCRIPTIONS

*July 2024*

### **Duties common to all Board members:**

Attend the scheduled meetings of the Board of Directors.

Attend the annual Board Retreat Annual Meeting and make every effort to attend the other meetings along with chapter functions.

Assist the Membership committee chairs in recruitment and retention efforts as assigned.

Serve in an outreach capacity to welcome new and current members and guests at chapter functions.

Submit committee newsletter articles based on the Communications calendar.

Provide input to the Treasurer on the budget related to his/her board position and monitor the budget throughout the year, ensuring that expenses do not exceed the allocated budget.

Maintain webpages relevant to the board position by sending edits/changes to the Chapter Administrator.

Save all chapter records and documents in the AFP Charlotte SharePoint.

Other duties outlined in the Board Commitment Agreement.

### **President**

The President shall be the Chief Elected Officer of the chapter and shall preside at all meetings of the chapter. As the chapter's Chief Elected Officer, the President shall be responsible for all chapter business. He/she shall ensure that decisions, orders and resolutions of the Board of Directors are delegated and carried out, and that all required correspondence and reports are transmitted to AFP International Headquarters on a timely basis.

Specific duties include, but are not limited to:

- Manage the Chapter Administrator.
- Serve on the Nominating Committee to ensure diversity and to see that the best qualified applicants are chosen. Help fill roles that may become vacant throughout the year due to unforeseen circumstances.
- Assist in development and execution of chapter strategic plan, goals, and budget.
- Assist in stewarding chapter sponsors and members.
- Be a liaison with AFP Global and represent the Charlotte chapter of AFP at AFP LEAD in the fall and the International Conference in the spring. (The chapter covers the expenses in adherence with the travel policy.)
- Work with the Chapter Administrator to notify AFP Global of all new officers by completing the Chapter Leadership Form due annually by December 15.
- Oversee the financial stability of the chapter and be authorized to sign on the bank account.

- Sign all contracts on behalf of the chapter.
- Represent the AFP Charlotte Board at National Philanthropy Day.
- Call Executive Committee meetings and special meetings as necessary.
- Know and see to the proper application of the bylaws in all chapter business and to the enforcement of the bylaws when necessary.
- Be knowledgeable about and aware of all the business conducted by the chapter.
- Ensure that Chapter Accord requirements are completed.
- Serve as an ex-officio member of all committees (chapter bylaws determine whether with or without a vote).
- Ensure quorum at each Board meeting for voting purposes.
- Prepare the agenda for all board meetings.
- With Secretary and the Chapter Administrator, apply for AFP Global Ten Star/Ten Star Gold Award.
- With the VP IDEA and Chapter Administrator, apply for the AFP Global IDEA Champion Award.
- Work with board members to ensure that responsibilities and commitments are being fulfilled.

### **President-elect**

The President-elect serves on the executive committee of the board and shall have authority as and assume the full duties of the President in case of his/her absence. The President-elect shall succeed the President in the leadership track.

Specific duties include, but are not limited to:

- Become acquainted with all the duties of the President and other officers.
- Be familiar with the chapter's bylaws and operating procedures.
- Be familiar with the duties of all the committees.
- Assist in development and execution of chapter strategic plan, goals, and budget.
- Act as a liaison between the committees, Board of Directors and AFP Global, as requested by the President.
- Perform duties as assigned by the President. Assume voice of leadership – second to the president – in advising board members and administrators on Chapter matters.
- Be a liaison with AFP Global and represent the Charlotte chapter at AFP LEAD. (The chapter covers the expenses in adherence with the travel policy.)
- Serve on the Nominating Committee to ensure diversity and to see that the best qualified applicants are chosen.
- Plan new board orientation and retreat in the fall after the new officers are elected.
- Step in to help with any board vacancies that may occur throughout the year.
- Ensure ongoing implementation of Chapter strategic plan, including driving board member's progress on goals, and updating materials as needed. Lead the creation of a new strategic plan as appropriate.
- Working with the Chapter Administrator, manage the Job Opportunities Board. This may include but is not limited to: regularly reviewing job postings for compliance with job posting and salary requirements; following up with job posters as needed; ensuring that job postings, reach, and rates are competitive; reporting to Board regarding activity and results.

## **Past President**

The Past-President serves on the executive committee of the board. Specific duties include, but are not limited to:

- Serve in an advisory capacity to the President and President-elect.
- Assist in development and execution of chapter strategic plan, goals, and budget
- Work with AFP Global to lead AFP Foundation campaign efforts within the chapter.
- Serve as a liaison to former chapter presidents.
- Form and chair the Nominating Committee and prepare a slate of nominees for all elected offices. Work closely with committee members to ensure diversity, to see that the best qualified applicants are chosen, and to determine they are AFP members in good standing.
- Ensure that all members are provided with a copy of the slate of officers, according to notification procedures required by the chapter bylaws.
  
- Work with the Communications Chair and Chapter Administrator to place announcements regarding position nominations, the slate of officers, scheduled elections, and the newly elected officers in chapter publications.

## **Secretary/Treasurer**

The Secretary/Treasurer serves on the executive committee of the board. This role may be held by one officer or may be held by two separate officers. Secretary/Treasurer serves as a member of the Executive Committee. Specific duties include, but are not limited to:

### **Secretary**

- Assist in development and execution of chapter strategic plan, goals, and budget.
- Coordinate with the Chapter Administrator on the taking, approval, and distribution of accurate minutes of all chapter board meetings.
- Work with the Chapter Administrator to maintain chapter files of correspondence and program materials. A permanent file shall be maintained to house founding documents and updated copies of Bylaws, Articles of Incorporation, Certificate of Incorporation, Chapter Resources Guide and Policies.
- Provide copies of the latest versions of these documents to all directors annually.
- With the Chapter Administrator, compile all necessary materials for the annual Accord process. Ensure entire board is aware of the Accord status.
- Ensure that the Board of Directors is educated about the Ten-Star award and their responsibilities in the award process, as well as communicate the status of the application and award.
- Work with the Chapter Administrator to secure the Charitable Solicitation License.

### **Treasurer**

The Treasurer serves on the executive committee of the board. This role shall be the fiscal officer for the chapter and is responsible for all funds, as outlined in the chapter bylaws.

Specific duties include, but are not limited to:

- Assist in development and execution of chapter strategic plan, goals, and budget.
- Oversee the financial stability of the chapter and be authorized to sign on the bank account.
- Maintain all financial records, collect debts/invoices, and make payments as authorized by the Board of Directors promptly.
- Present accurate financial reports to the Board of Directors at each monthly board meeting for majority voting.
- Maintain the chapter's financial recording system with the Chapter Administrator and recommend improvements as necessary.
- With the Chapter Administrator, serve as a keyholder for the chapter's PO Box and ensure its continued operation.
- Lead the preparation of the annual budget and monitor chapter expenditures.
- With the Chapter Administrator, oversee the preparation federal tax filings, mail in a timely manner, and ensure a copy is immediately mailed to AFP Global.
- Ensure that state requirements for charities registration are fulfilled, including initial registration, annual reports and/or financial documentation required by law, and provide copies of the filed documents to AFP Global.
- Maintain financial reserves, including making recommendations to the board of directors to add to or pull from reserves and investment accounts.
- Be knowledgeable of financial chapter policies and operate in adherence with them.

## **VP, IDEA**

The VP IDEA (Inclusion, Diversity, Equity, and Access) serves on the executive committee of the board. VP IDEA is responsible for implementing and monitoring the Chapter's IDEA goals and objectives and ensuring that IDEA is incorporated into all aspects of the Chapter's operations. This person should be deeply committed to the vision of IDEA as promoted within the Chapter. The goal should be for the membership to reflect the demographics of the Mecklenburg County community and to represent the broad range of organizations and development shops promoting philanthropy and ethical fundraising.

Specific duties include, but are not limited to:

- Report to the Chapter President and Board on a regular basis as to the committee's objectives and activities. This should be delivered at least once per year.
- Assess the Chapter for its IDEA efforts. Determine where the Chapter currently is and where it would like to go. Encourage the completion of member demographic information.
- Assist in development and execution of chapter strategic plan, goals, and budget.
- Coordinate and plan with VP Membership to promote diverse populations in membership.
- Recruit members for and manage the IDEA Committee. Ensure a mix of broad backgrounds is represented and incorporate board members or volunteers from other areas of the Chapter if possible (Membership, Outreach, & Programming).
- Work with the Nominating Committee to ensure the Board of Directors represents the community the Chapter serves.

- Work with the Program Chair to plan a yearly IDEA-related session.
- Liaise with both the Programming Committee and the NC Conference Committee to ensure that AFP's IDEA priorities are reflected throughout educational offerings.
- Work with the NPD Committee to ensure nominations are equitable and encourage participation in the Champion of Diversity award.
- Provide an annual article on IDEA for the Chapter newsletter and provide diversity-focused content on the Chapter's Facebook page.
- Assist the Chapter Administrator in applying for the IDEA Champion designation by the end of January each year.
- Encourage involvement of members in promoting diverse populations in the Chapter and in their own organization; respond to needs of Chapter members by utilizing IHQ Global resources.
- Attend AFP Global IDEA meetings and affinity groups to stay informed of AFP Global's IDEA priorities.

### **Vice President – Programming**

The VP, Programming serves on the executive committee of the board. The chapter provides programming opportunities to support the professional development and networking needs of members.

Specific duties include, but are not limited to:

- Advise and support the chairs for Programming, CFRE & Senior Forum, and NC Philanthropy Conference as they develop programs to support the needs of members.
- Assist in development and execution of chapter strategic plan, goals, and budget.
- Serve on the NC Philanthropy Conference committee as a member of leadership and/or a committee.
- Assist coordination when projects involve multiple board positions or focus areas.
- Encourage programming chairs to involve chapter members on committees and in activities and ensure succession plan for board positions.
- Schedule and run regular check-in meetings with committee chairs.
- Support assignments made by the President.

### **Programming Chair**

The Programming Chair develops education programs to help fundraising professionals expand their professional and personal skills. Specific duties include, but are not limited to:

- Prepare and execute a plan for monthly chapter programs.
  - Convene a Programming Committee of AFP members to develop ideas for monthly meeting topics.
  - Book speakers for the monthly programs and/or assign booking tasks to committee members that have an existing relationship or interest in the topic. Manage communication with speakers before, during, and after the meeting.

- Work with the Chapter Administrator to coordinate and book facility, arrange meeting space set-up and menus, and arrange technology and host for virtual programs.
- Introduce speaker and/or arrange for introduction during meeting.
- Provide programs for members of all types. Seek programs and experts that reflect chapter goals including the principles of inclusion, diversity, equity and access (IDEA).
- Work with the Chapter Administrator to ensure programming meets Ten Star requirements.
- Coordinate with Chapter Administrator to submit programming information to CFRE International to receive CFRE credit for every education program.
- Work with the Communications Chair and Chapter Administrator to publicize programs.
  - Provide meeting information and descriptions to the Chapter Administrator and Communications Chair for inclusion on the AFP Charlotte website, social media, and monthly e-newsletters.
  - Encourage Board Members and partners to promote programs.
- Work with Sponsorship Chair, Communications Chair, and Chapter Administrator to ensure sponsors receive benefits associated with AFP monthly programs.
- Coordinate with Senior Forum Chair to identify topics/speakers of interest for professionals with 15+ years of development experience.
- Work with the VP of Membership to coordinate meetings with socials or other membership-related events.
- Develop and adhere to annual budget.
- Facilitate honorarium requests via VP Programming and Treasurer.

### **CFRE and Senior Forum Chair**

The CFRE and Senior Forum Chair focuses on promoting certification and supporting the professional development and networking needs of the chapter's most experienced members.

#### **CFRE**

The Certified Fund Raising Executive (CFRE) and Advanced Certified Fundraising Executive (ACFRE) credentials indicate the fundraiser possesses mastery of fundraising leadership, management, ethics and professional standards.

The CFRE Chair serves as resource for the Certified Fundraising Executive (CFRE) program for the Charlotte chapter. Specific duties include, but are not limited to:

- Verify with the Programming Chair and the Chapter Administrator that all eligible chapter education programs are submitted and approved for CFRE credit.
- Promote and manage scholarships and reimbursements for members taking the CFRE exam for first time or re-certifying. Coordinate scholarship process with Scholarship Chair.
- Support members of the Board of Directors without CFRE as they begin the CFRE process.
- Ensure chapter materials include CFRE or ACFRE for all members who have earned their certifications.

- Provide and maintain CFRE content for chapter website and newsletter. Coordinate with Communications Chair to promote pursuing certification at least twice/year. Share resources and/or coordinate study groups.
- Maintain an updated list of chapter CFREs/ ACFREs and recognize them at meetings such as by ensuring their credentials are on their nametags.
- Report to the Board on the number of CFRE/ACFRE members and efforts to increase the number.
- Coordinate with Communications Chair to recognize new CFREs and ACFREs in the chapter newsletter and social accounts.

When NC Philanthropy Conference is hosted in Charlotte: Serve on NC Philanthropy Conference Committee. If AFP CFRE Refresher Course (or similar courses) are being offered, assist with securing presenters, coordinating logistics and marketing, and coordinating with Conference Chair and Administrator about receiving CFRE approval and co-promotion efforts. **Senior Forum**

Senior Forum is an invitation-only subgroup of AFP Charlotte for members with 15+ years of fundraising experience. The education and networking needs of Senior Forum members are different than the needs of the general membership. Senior Forum exists to meet those needs and retain their experience for the benefit of other chapter members.

- Convene 1-2 Senior Forum events each year. Events may include education sessions with an invited speaker or social/networking engagements. Coordinate with Programming Chair, Chapter Administrator, and Communications Chair as appropriate regarding planning, logistics, and communication.
- Encourage Senior Forum members to remain active in the chapter such as through the mentor program, offering their expertise at programs and the conference, facilitating CFRE study groups, attending chapter events, and Board service.
- Work with Membership Chair to review membership roster and invite eligible members to be part of Senior Forum.

### **NC Philanthropy Conference Chair**

The NC Philanthropy Conference is an annual event coordinated by one or more AFP chapters across the state. This position will vary based on whether the Charlotte chapter hosts the conference or supports other chapters as hosts as outlined in a Memorandum of Understanding (MOU). The Chapter's preference would be for this chair to serve in this role for at least one year prior to hosting the conference. Specific duties include, but are not limited to:

#### **In a hosting year:**

- Recruit, structure, and lead the volunteer committee responsible for programming, marketing, and generating revenue for the conference. This includes identifying and working with a Conference Co-Chair, expecting that they will serve as future conference chair.
- Recruit key volunteers to manage and implement any preconference workshops (examples may include AFP Fundamentals of Fundraising or CFRE Refresher courses).
- Work closely with the Conference Administrator to successfully execute the conference.

- Liaise closely with representatives of supporting chapters to ensure active participation and engagement in the conference.
- Develop and manage the conference budget.
- Coordinate with the NPD Chair and Sponsorship Chair on NC Philanthropy Conference sponsorship solicitations.
- Enlist the chapter for participation, sponsors, and day-of-event volunteers.

**In a supporting year:**

- Liaise closely with representatives of the host and other supporting chapter(s) to ensure active participation and engagement in the conference.
- Recruit volunteers to support the conference committees established by the host chapter.
- Assist in recruiting presenters and sponsors from the Charlotte region.
- Actively promote the conference within the Charlotte region.

**Vice President – Outreach**

The VP, Outreach serves on the executive committee of the board. Specific duties include, but are not limited to:

- Oversee and advise Communications, Sponsorship, National Philanthropy Day, and Community Impact/Higher Ed board positions.
- Assist in development and execution of chapter strategic plan, goals, and budget.
- Encourage involvement of members in all chapter activities and in marketing those activities.
- Undertake special projects related to outreach.
- Support assignments made by the President.
- Schedule and run regular committee check-in meetings.
- Assist coordination when projects involve multiple board positions or focus areas.
- Coordinate with other VPs as needed to share relevant information with the outreach committee chairs.

**National Philanthropy Day Chair**

The National Philanthropy Day (NPD) Chair plans and executes the annual National Philanthropy Day luncheon. This event honors individuals and organizations that have enhanced philanthropy in the Charlotte region. The award celebration is held every November.

The **National Philanthropy Day Chair** is responsible for managing all aspects of the NPD event, including but not limited to:

- Oversee a committee of AFP volunteers who plan and execute the event and coordinate monthly committee meetings. This includes identifying and working with a co-chair, expecting them to serve as NPD Chair the following year.



- Manage the honoree nominations process, including timeline, publicity, committee review of the nominations, and the convening of a selection committee composed of past award winners to select the current year's honorees.
- Manage all event publicity, including working with the Communications Chair and Chapter Administrator on regular newsletter articles, e-blasts, and social media posts. The NPD Chair is responsible for sharing NPD content (video, stories, etc.) with Communications Chair.
- Coordinate sponsorship solicitations with the Sponsorship Chair and NC Conference Chair.
- Determine sponsorship opportunities, publicize opportunities, and, with the assistance of the NPD committee, secure and steward event sponsors.

### **Sponsorship Chair**

Sponsorships of the Chapter and of specific programs like National Philanthropy Day and the NC Philanthropy Conference, provide valuable income that supports chapter initiatives and offerings.

Specific duties include, but are not limited to:

- Review and edit the Chapter Sponsorship Proposal and secure Executive Committee approval.
- Meet with current chapter sponsors to thank them for their support and present the sponsorship opportunities available for the following year(s).
- Coordinate sponsorship solicitations with NC Conference Chair and NPD Chair.
- Work with the Programming Chair, Communications Chair, and Chapter Administrator to ensure sponsors receive their benefits associated with AFP monthly programs, website and collateral materials.
- Manage the sponsorship spreadsheet to keep information on each sponsor's chapter support accurate and identify when sponsors are approaching the expiration date of their commitment.
- Work with the Treasurer to ensure sponsors are invoiced properly for their commitments and confirm when payments are received.
- Coordinate with the Chapter Administrator to ensure all chapter sponsors receive acknowledgement letters.

### **Communications Chair**

Authentic and accurate communications are key to both maintaining and growing membership and to promoting AFP's offerings to our members and the larger Charlotte-Mecklenburg community.

Specific duties include, but are not limited to:

- Coordinate the preparation of all materials to ensure consistency in AFP's branding, use of the AFP Charlotte logo, chapter name, presentation of chapter mission and goals, etc.
- Prepare an annual communications calendar for newsletter articles and social media posts.
- Work with the Chapter Administrator to remind Board members of content assignments and deadlines.

- Place articles in the chapter newsletter that will keep chapter members informed of chapter activities and the value of membership.
- Work with the Chapter Administrator and other board members to send e-blasts promoting events or sharing news/deadline reminders when content is time-sensitive.
- Write and/or oversee social media posts on AFP Facebook account and AFP LinkedIn page.
- Work with the Chapter Administrator to refresh the AFP website branding and overall look/feel as needed.
- Work alongside other board members to ensure their individual pages are updated with the most accurate program and contact information.

### **Community Impact and Higher Education Chair**

In addition to AFP Charlotte, there are several organizations, including student-led organizations at local universities, in the Charlotte-Mecklenburg region that strive to advance the nonprofit sector through philanthropy. The Community Impact and Higher Education Chair works alongside those peers to identify and promote programs and opportunities that benefit our members and our sector.

Specific duties include, but are not limited to:

- Identify, develop, and cultivate relationships with other community leaders and organizations in the fundraising/nonprofit sector with a goal of exploring partnerships and collaborations that are mutually beneficial to both organizations.
- Field requests from organizations wishing to partner with AFP Charlotte and ensure that any partnerships adhere to our partnership policy.
- Serve as liaison to colleges and universities that could become collegiate chapters associated with the Charlotte Chapter.
- Identify, develop, and cultivate relationships with local colleges and universities, identifying staff and programs that align with AFP and may be interested in engaging with our chapter (examples may include attending job fairs, promoting AFP programs that may be of interest, etc.).
- Encourage participation in Chapter programming by college students and staff.

### **Vice President – Membership**

The VP, Membership serves on the executive committee of the board. Specific duties include, but are not limited to:

- Oversee and advise Retention, Recruitment, Mentoring, Affinity Groups, and Scholarship chairs.
- Assist in development and execution of chapter strategic plan, goals, and budget.
- Participate in efforts, collaborating with Retention and Recruitment Chairs, to develop and implement membership strategies for retention, recruitment, and new members.
- Act as the liaison between the Chapter President and AFP Global on membership matters.
- Follow up on any membership-related correspondence received from AFP Global or chapter members.

- Keep (with the Chapter Administrator) the membership roster up to date and provide AFP Global with any address corrections or discrepancies.
- Coordinate mid-year and end-of-year socials for members with other program committees as needed.
- Track membership numbers throughout the year and report them to the board.
- Create ways to enhance benefits to chapter members, and ensure members remain aware of all benefits associated with membership.
- Coordinate regular meetings with Membership chairs to work on overall membership goals.
- Assist coordination when projects involve multiple board positions or focus areas.
- Work with the President and Recruitment and Retention Chairs to coordinate new member outreach.

### **Recruitment Chair**

The Recruitment Chair is responsible for encouraging members of the fundraising community in the Charlotte-Mecklenburg region to join the AFP Charlotte Chapter. Specific duties include, but are not limited to:

- Work with the VP of Membership to prepare and execute a membership recruitment plan.
- Coordinate with the Chapter Administrator and Retention Chair to ensure the meeting registration table is staffed and that guests are greeted and receive follow up.
- Develop a program to welcome guests who attend monthly programs and/or socials and encourage their participation in chapter activities and, ultimately, membership.
- In coordination with the VP IDEA and the Community Engagement Chair, develop ways to promote event attendance and chapter benefits to the fundraising community in the greater Charlotte-Mecklenburg region.
- Work with VP to coordinate socials/networking events.
- Along with Retention Chair, recruit and oversee a committee of 3-6 people for email follow ups and greeting guests at programs.
- Become familiar with AFP Global Membership Recruitment & Retention Manual to adapt strategies as appropriate. (Manual can be found in the chapter resources section of the Member Gateway – see Section XIV of this manual titled Program Materials & Manuals).
- Coordinate with Community Impact/Higher Education Chair to find opportunities for collaboration and outreach to potential new members.

### **Retention Chair**

The Retention Chair is responsible for stewarding and current AFP members to encourage their continued membership. Specific duties include, but are not limited to:

- Work with the VP of Membership to prepare and execute a membership retention plan.
- Coordinate with the Chapter Administrator to ensure meeting registrations are staffed and members are greeted and receive follow up.

- Develop a program to welcome new members and encourage their participation in chapter activities.
- Work with the VP to create ways to enhance and promote benefits to chapter members.
- Work with VP to coordinate socials/networking events.
- Provide annual recognition opportunities for members reaching membership milestones.
- Coordinate with the Chapter Administrator to provide member anniversaries for the program PowerPoint.
- Create a process of follow up outreach for new members, lapsed members, and lapsing members, to be sent monthly.
- Along with Recruitment Chair, recruit and oversee a committee of 3-6 people for email follow ups for new members and members at risk of lapsing.
- Become familiar with AFP Global Membership Recruitment & Retention Manual to adapt strategies as appropriate. (Manual can be found in the chapter resources section of the Member Gateway – see Section XIV of this manual titled Program Materials & Manuals).
- Promote growth opportunities within the chapter to members and recommend members for leadership roles when appropriate.

### **Affinity Group and Scholarship Chair**

As part of their membership, AFP members enjoy networking, education, and scholarship opportunities to further their professional development. This role facilitates and promotes Affinity Groups and Scholarships. Specific duties include, but are not limited to:

#### **Affinity Groups:**

- Recruitment of Affinity Group leads to ensure that each person is comfortable and enthusiastic about leading their respective Affinity group.
- Serve as an ongoing resource to the group leads to determine guest speakers, logistics, and ways to engage members.
- Increase awareness of our Affinity groups as an AFP member benefit, working with Chapter Administrator to ensure all registrants are current members.
- Provide updates to the Communications Chair to include in the newsletter throughout the year.
- Determine the chapter interest in the current group topics (annual giving, major gifts, planned giving, new fundraising professionals and small shops) and explore areas of interest for possible new topics.
- Send affinity group leaders and descriptions to the Chapter Administrator at the beginning of year to ensure website is accurate.

- Provide a thank you gift to each group leader at the end of the year using Affinity Group budget. (i.e. a small gift card to affinity group leaders' favorite lunch restaurant or coffee shop)

### **Scholarships:**

- Manage and establish a committee for blind review of scholarship applications (never revealing the identities of the candidates and voting only in the case of a tie.) Submit committee names to the Chapter Administrator.
- Manage scholarship allocations of the budget as approved by the Board of Directors (International Conference, Refresher Courses, NC Philanthropy Conference and Chapter Membership).
- Serve as the main point of contact for scholarship applications.
- Work with the Chapter Administrator to update forms/website.
- Establish deadlines (as necessary) and answer questions from candidates.
- Notify recipients and approve receipts for reimbursement (following AFP reimbursement procedures and expense policies.)
- Ensure scholars are aware of AFP Charlotte's travel policy and all requirements are completed.
- In collaboration with IDEA, Outreach, and Recruitment, advertise scholarship opportunities to existing and potential new members.

### **Mentoring Chair**

Mentorship is a valuable benefit to AFP members who wish to grow their network and learn from more seasoned fundraisers in the community. The mentoring chair forms a committee to pair advanced executives with members who wish to learn from them. Specific duties include, but are not limited to:

- Create a timeline for applying, participating, programming, etc. Communicate relevant information to Chapter Administration, Communication's Chair, and Board for promotion/advertisement.
- Match and/or solicit mentor/mentees as needed.
- Encourage regular communication between mentor/mentee pairs.
- Provide appropriate recognition for pairs (website, Facebook, program, etc.)
- Share helpful resources of successful mentor/mentee relationships, as identified.
- Manage budget for program, including \$25 stipend for each pair to use on a book/learning material or coffee/lunch. Liaison to Treasurer for reimbursements.
- Submit names of mentor/mentees to the Chapter Administrator, to verify AFP membership.
- Host meetings for all mentor and mentee pairs twice a year (one encouraged to be a kick-off and one to overlap with AFP holiday event).