

# **Association of Fundraising Professionals**

## **Massachusetts Chapter**

### **Role/Job Descriptions**

#### **Board Members**

- Assume responsibility for at least two assignments/activities each year
- Attend quarterly Board meetings
- Assist in recruiting new members to AFP
- Contribute to AFP Foundation
- Attend/participate in a minimum of three monthly program meetings
- Participate in planning and implementation of Annual Conference

#### **Article VII – Chapter Board of Directors**

Section 1. **Composition** – The Chapter Board of Directors shall consist of no fewer than twenty (20) nor more than thirty (30) individuals (including officers) who shall be elected by the voting members of the Chapter. Directors shall serve without compensation. The Immediate Past President and the Vice Presidents serve on the Board of Directors. The President of the Chapter chairs the Chapter Board of Directors.

Section 2. **General Authority** – There shall be a Board of Directors of the Chapter which shall: manage, supervise and control the business, property and affairs of the Chapter; be vested with the powers possessed by the Chapter itself including the powers to: determine the policies of the Chapter; prosecute its purposes; appoint and remunerate agents; collect and disburse the funds of the Chapter; adopt such rules and regulations for the conduct of business; supervise the affairs of the Chapter between Chapter meetings; have the power to fix the dates, times, and places of its meetings. No action taken by the Chapter Board of Directors shall conflict with action taken by the Chapter or the Society Board of Directors. The Chapter Board of Directors shall be subject to the order of the Chapter; and may delegate responsibilities as shall be deemed advisable insofar as such delegation of authority is not inconsistent with or repugnant to the Articles of Organization or By-laws of the Chapter (in their present form or as they may be amended) or to any applicable law.

## **PRESIDENT**

- Establishes overall vision and strategy for management of the Chapter
- Organizes and chairs all Chapter Board meetings
- Serves as a National Assembly Delegate and the liaison to the National Office
- Serves on the Nominating Committee
- Is an ex officio, voting member of all Chapter committees
- Serves on the Finance Committee

Section 7. **President of the Chapter** – The President of the Chapter shall have all the powers and shall perform all the duties commonly incident to and vested in the office of the president of a corporation including, but not limited to, chairing all meetings of the Board of Directors and the Chapter, preparing the agenda for the Annual Meeting and other regular meetings, and having general knowledge of and responsibility for the supervision of the business of the Chapter.

The President shall also perform such other duties as the Chapter Board of Directors may designate or as required by Commonwealth Law or the Articles of Organization, and shall serve ex-officio, on all standing committees with voting privileges. The President is responsible for filing the Annual Report of the Chapter with the Society.

## **PRESIDENT ELECT**

- Serves on the Finance Committee
- Serves as Chair of Chapter when President is unavailable
- Serves as a National Assembly Delegate. Represents Chapter on National Committees
- Serves on the Strategic Planning and Implementation Committee
- Chairs the Nominating Committee
- Chairs the Leadership Forum
- Performs other duties as requested by the President

Section 8. **President-elect** – The President-elect shall perform all duties of the President during the absence or disability of the President and perform such other duties as the President and the Chapter Board of Directors may designate.

## **IMMEDIATE PAST PRESIDENT**

- Serves as a National Assembly Delegate
- Chairs the AFP Foundation fundraising drive
- Chairs the Chapter's Nominating Committee
- Chairs the Leadership Forum
- Serves on the Finance Committee

## **TREASURER**

- Chairs Finance Committee
- Responsible for annual and multi-year budget development and oversight. Presents budget report at every Board meeting.
- Supervises payment of bills and signs checks
- Seeks investment counsel and recommends strategy for Board approval. Provides quarterly report of investment status to the Board
- Responsible for the preparation of state and federal filings

Section 10. **Treasurer** – The Treasurer of the Chapter shall ensure the fiscal integrity of the Chapter, and shall have all the powers and shall perform all the duties commonly incident to and bested in the office of the treasurer of a corporation and other such duties as the President or Chapter Board of Directors may designate. The Treasurer shall receive, disburse, and maintain adequate records of the Chapter's funds in accordance with Internal Revenue Code requirements and any state requirements. The Treasurer shall file all required reports with the IRS and the Commonwealth of Massachusetts. The Treasurer shall assist in the preparation of the budget and monitor Chapter expenditures. The Treasurer shall provide all records to an audit or financial review committee as designated by the President.

## **SECRETARY**

- Oversees CAMI in the production and mailing of Board minutes (after President's approval)
- Maintains current address list for Chapter Board
- Maintains written record of all Board and Executive Committee meetings

Section 11. **Secretary** – The Secretary of the Chapter shall have all the powers and shall perform all the duties commonly incident to and vested in the office of secretary of a corporation as defined by Commonwealth Law and/or the Articles of Organization, and further such duties as the President and Chapter Board of Directors may designate. The Secretary shall certify and keep the original or a copy of the By-Laws as amended or otherwise altered to date, and shall ensure that current copies of the Chapter’s By-Laws, policies and procedures are provided to the President and other Officers and Directors as appropriate. The Secretary shall keep a book of minutes of all regular meetings of the Board and, if applicable, meetings of committees and of members. The Secretary shall see that all notices are duly given in accordance with the provisions of the By-Laws as required by law. Records maintained by the Secretary shall be made available to any member.

### **VICE PRESIDENT**

Section 9. **Vice President(s)** – At the request of the President, or the President-elect or the Executive Committee, a Vice President shall perform all duties of the President and President-Elect of the Chapter Board of Directors during the absence or disability of the President and/or the President-Elect. Each Vice President shall have oversight over one or more of the standing committees of the Board.

### **VICE PRESIDENT – ADMINISTRATION**

- Supervision, evaluation and management of contracted relationship with contracted administrative service providers
- Oversees Treasurer who is responsible for annual budget development and oversight
- Oversees Secretary who oversees CAMI in the production and mailing of Board minutes (after President’s approval)
- Chairs the Annual Meeting. Prepares all business-related documents for this event.
- Chairs Strategic Planning and Implementation Committee
- Serves on the Finance Committee
- Chairs Board Meetings in the absence of the President or President-Elect

### **VICE PRESIDENT – MEMBERSHIP**

- Responsible for recruitment, introduction, involvement and retention of members
- Manages CAMI to maintain necessary administrative support systems materials (i.e. current database and membership lists, membership recruitment packets, membership introduction packets).
- Prepares quarterly report for Board on current status of membership
- Manages relationship with National Office regarding membership information, renewals, etc.
- Develops comprehensive program to offer members the opportunity for social/professional interaction (i.e. social/networking events, welcome calls, mentoring program, membership directory).
- Recruits and supervises the following chairs:
  - Mentoring
  - Member Networking – coordinates social/networking events
  - Diversity – implements plan/activities to increase diversity
  - Career Development – organizes program to provide career assistance (special interest events, mentoring program).
- Develops and monitors budget for all membership activities.

### **VICE PRESIDENT – EDUCATION**

- Responsible for overall vision, coordination and management of all Chapter education programs
- Recruits and monitors chairs for all program/education subcommittees
  - Chair, Monthly Programs
  - Chair, Brown Bag Activities
  - Chair, Fundraising BASICS Course
- Convenes monthly/quarterly meetings of all subcommittee chairs
- Provides formal report to Board on all education activities at each Board meeting
- Responsible for compiling, producing and distributing annual calendar of all Chapter events
- Develops and monitors budget for all educational activities

### **VICE PRESIDENT – CONFERENCE**

- Organize and Chair full conference committee meetings

- Responsible for providing the leadership in all aspects of planning and promoting the conference
- Act as a primary liaison with AFP office
- Work with the President to recruit a Vice Chair (or Co-Chair) suitable for board position
- Give regular updates to the Board on all activities
- Develop and monitor budget of all conference activities
- Coordinate program with Leadership Forum committee
- Recruits and oversees the following chairs:
  - Program
  - Roundtable
  - Public Relations and Marketing
  - Sponsorship
  - Volunteers
  - Track
  - Mentoring
  - Resource Providers
  - Scholarship