



***AFP-NM MISSION:*** *the AFP New Mexico Chapter, an association of professionals, advances philanthropy by empowering people and organizations to practice effective and ethical fundraising.*

*The core activities through which the Chapter fulfills this mission include education and training, promoting credentialing, providing resources, networking, forging alliances, mentoring, advocacy and recognition.*

## **BOARD OF DIRECTORS**

The New Mexico Chapter of AFP Board of Directors consists of members designed to work together to promote and advance the profession of philanthropy in our geographic area.

Each board position has a specific area of responsibility and all are encouraged to work together to achieve the chapter's goals.

Specifically, each director shall:

- Be an AFP member in good standing.
- Endeavor to attend all board of directors meetings.
- Prepare a written report for the board of directors meetings.
- Submit written reports when unable to attend a board of directors meeting.
- Recruit committee members willing to actively serve and to mentor new members.
- Make a personal financial commitment to the AFP Foundation and encourage committee members to make a commitment.
- Provide committee members with a copy of responsibilities and timeline, and inform committee members in areas of general chapter procedures and policies.
- Hold meetings as needed with committee members to focus on planning and evaluating all events and projects

# **OFFICERS Executive Committee – General Governance**

The Executive Committee (president, president-elect, past president, treasurer, secretary, and vice chairs) of AFP-NM shall act in concert and in support of one another in matters pertaining to general chapter leadership.

Specifically, the executive committee shall meet as necessary to assess the ongoing operations of the chapter for opportunities of strengthening those operations and assisting the various committees and other leadership position holders in the execution of their duties.

Generally, all members of the executive committee shall:

- Be active members in good standing with AFP.
- Be elected into office and serve January 1 through December 31.
- Make a personal financial commitment to the AFP Foundation and encourage others to do so.
- Assist in arranging and conducting the annual board of directors' retreat.
- Assist in the arrangement and execution of both the board of directors and executive committee meetings.
- Endeavor to attend all meetings of the board of directors and all meetings of the executive committee.
- Maintain general oversight of the chapter's master calendar of events to ensure an orderly and organized flow of such events.
- In general, the committee shall function to support and review chapter operations with the president in order to ensure and foster good communication and leadership throughout the board of directors and general membership.

# PRESIDENT

The President of AFP-NM shall have all the powers and shall perform all the duties commonly incident to and vested in the office of the president of an organization including, but not limited to, chairing all meetings of the board of directors, preparing the agenda for the regular meetings, having general knowledge of the responsibility for supervision of the duties as the board of directors may designate and shall serve in ex-officio capacity, without vote, on all committees of the chapter.

Specifically, the president shall:

- Serve as chief elected officer for the chapter's business and see to it that decisions, orders and resolutions of the board of directors are delegated and carried out, as well as required correspondences with, and to, the AFP National Office.
- Use parliamentary procedure for all business meetings.
- Ensure that election of officers occurs in a timely fashion in accordance with the chapter bylaws and install president-elect, past president, treasurer and secretary at the January meeting.
- Direct the activities of members of the board of directors.
- Welcome at-large members to the board of directors and direct their activities and responsibilities as necessary.
- Ensure that individuals are appointed to serve as chapter delegates to the AFP Delegate Assembly.
- Call special meetings of the executive committee, board of directors and general members as necessary.
- Ensure that all required forms (IRS 990, 501(c) (3), Chapter Accord Report, etc.) are filed with the AFP Service Office as required and copies maintained in the official book of record.
- Oversee chapter adherence to establish goals and objectives, supervise the activities of committee chairs and monitor individual committee progress.
- Review, on an ongoing basis, the organizational performance and effectiveness of all chapter activities. Recommendations can be made to the board of directors in the areas of chapter structure, operations and the chapter handbook as necessary.

# PRESIDENT, continued

- Exercise general fiduciary responsibility for chapter activities in conjunction with the treasurer.
- Chapter expenses shall be monitored to assure operation within the prescribed limits of the annual budget.
- Exhibit leadership in formulating policy and programs, in accordance with the established goals and objectives of the chapter that further the mission statement of the chapter. To that end, the president shall be responsible for both short-term and long-term planning and implementation of those plans to reach chapter goals.
- Be responsible for ongoing communication with the AFP International in all areas of chapter interest and inform board of directors and general membership of pertinent developments and occurrences at the national level.
- Directly oversee the duties of the contracted chapter administrator. Update and revise administrator's responsibilities as needed.
- Transfer, upon resignation, all records to successor.

## President Timeline

### Date & Responsibilities

#### October:

As president-elect meet with out-going president to review chapter operations, discuss proposed changes and become acquainted with current affairs of the chapter.

Assist with recruiting a diverse leadership team of volunteers for the upcoming year.

#### November/December:

Coordinate and lead the board retreat to develop chapter goals for coming year.

Coordinate with the board of directors to discuss individual goals and objectives of the

standing committees and establishing expectations for chapter operations.

A schedule of board of directors meetings and chapter events should be established, along with a proposed budget.

**December:**

Notify AFP Office of all elected officers in a timely fashion.

**January:**

Beginning of term.

**October:**

Convene the executive committee to formulate a proposed budget for the upcoming year for approval at November board meeting.

Make certain that all required filings, including the chapter accord, are completed and submitted on time.

**Prior to all board of directors meetings:**

Approve the agenda for board of directors meetings to be disseminated no later than 48 hours prior to that meeting.

**Monthly:**

Prepare a message to the general membership for each edition of the *AFP New Mexico Newsletter*

**Yearly:**

Attend, if possible, AFP International Conference and represent the chapter at all events and report back to the board and general membership.

# PRESIDENT-ELECT

The President-Elect of the New Mexico Chapter of the Association of Fundraising Professionals (AFP) shall in all cases act as the president in the latter's absence or incapacity, and shall have such powers and perform such other duties as may be assigned by the president or board of directors.

Specifically, the president-elect shall:

- Receive direction from, and render assistance to, the president as needed.
- Assist Chapter President in the implementation of the mission, strategic plan and budget for the chapter.
- Perform all duties of the President during absence or disability of the President, and such other duties as the President and Chapter Board of Directors may designate.
- Serve as a member of the Chapter Board Executive Committee.
- Assist the Past President with the Nomination Process for the next year's slate of board members.
- Act as liaison with various committees and committee chairs to provide support to their activities as needed.
- Participate as a member of the Executive Committee through regular attendance at monthly Executive Committee meetings.
- Chair the finance review committee, consisting of two additional diverse committee members, to annually review, in cooperation with treasurer, chapter's financial records.
- Serve as Foundation Development Chair
  1. Coordinate and implement the "Every Member Campaign" (EMC)
    - i. Report the chapter's goal
    - ii. Solicit gifts from chapter board members and general members
    - iii. Promote the Foundation's mission and purpose
    - iv. Track gifts
    - v. Present recognition pins and ribbons to donors

- vi. Submit report on how the funds of the EMC Chapter Partnership
    - vii. Grants were expended in that year
  - 2. Coordinate with Chapter President to submit a proposal for the EMC Chapter
    - i. Partnership Grant based on the funds raised during the current year
  - 3. Serve as Chapter's primary liaison with AFP Foundation for Philanthropy
  - 4. Present the Chapter Treasury Campaign case for support to the chapter board for consideration during the budgeting process
- Review and suggest revisions to the chapter handbook for consideration by the board of directors.
- Attend, if possible, the AFP Leadership Conference and, if necessary, serve as a chapter representative at the business meeting.
- Transfer to successor all records upon resignation of office.

## *President-Elect Timeline*

### Date & Responsibilities

<b><u>October:</u></b>	Incoming president-elect shall meet with current president-elect to review chapter operations, proposed changes and become acquainted with
<b><u>November/December:</u></b>	Coordinate and lead the board retreat to develop chapter goals for coming year.
<b><u>January/February:</u></b>	Beginning of term.
<b><u>August:</u></b>	Convene finance review committee to review chapter's financial records.
<b><u>Yearly:</u></b>	Attend, if possible, AFP Leadership Conference and represent the chapter at all events and report back to the board of directors and general membership.

# TREASURER

The purpose of the Treasurer position is to ensure that AFP-New Mexico Chapter Board members have appropriate budgetary, financial transaction, and documentation procedures in place as well as accurate information on revenue and expenditures so as to ensure that the chapter remains financially sound.

Responsibilities of the Treasurer include:

- Assist the Board in establishing an annual budget that projects as accurately as possible the Chapter's revenues and expenditures for the upcoming fiscal year to align with the current mission and objectives.
- Collect, verify, record and deposit all revenue generated from AFP-NM events (including monthly meetings, professional development sessions such as audioconferences, special events such as National Philanthropy Day), member dues (received from AFP International), contributions and sponsorships, and earned income.
- Verify, record and pay all approved expenditures in support of AFP-NM chapter activities.
- Recommend for Board approval internal control procedures necessary to ensure correct expenditures as well as accurate and timely financial reporting.
- Provide monthly financial statements to the Board to allow review of income and expenditures against budgetary projections, providing the opportunity to make necessary adjustments in a timely manner.
- Maintain appropriate checking and investment accounts.
- Complete and submit financial reports as needed for compliance with AFP International and government entities.

## Treasurer Timeline

### Date & Responsibilities

<b><u>November:</u></b>	Treasurer-elect should meet with out-going treasurer to discuss the duties of the office.
<b><u>November/December:</u></b>	Participate in board retreat to develop chapter goals for coming year.
<b><u>December:</u></b>	Present tentative budget for the review and approval of the board of directors.
<b><u>January/February:</u></b>	Beginning of term.
<b><u>April:</u></b>	Ensure completion of and submission of IRS-990 form
<b><u>November/December:</u></b>	Prepare chapter's financial reports for president, AFP Service Office and government entities.
<b><u>Annually:</u></b>	Cooperate with finance review committee and provide all reports and records requested by the finance review committee.
<b><u>Each board meeting:</u></b>	Prepare and present written treasurer's report.
<b><u>As necessary:</u></b>	Invoice for any outstanding fees.

# SECRETARY

The Secretary for the New Mexico Chapter of the Association of Fundraising Professionals (AFP) shall have all powers and shall perform all the duties commonly incident to and vested in the office of Secretary of a corporation and other such duties as the president may designate. The secretary shall have the responsibility for maintaining the chapter's Book of Record.

Specifically, the secretary shall:

- Ensure the recording of the minutes of all meetings of the board of directors and assure that copies of said minutes are disseminated to all members prior to the next scheduled meeting.
- Maintain attendance record of board of directors meetings.
- Maintain official Book of Record, which includes copies of all minutes and statutory provisions governing 501c (3) organizations, and chapter bylaws.
- Ensure that chapter filings with the State of New Mexico are legally in conformance with current law, especially as pertains to Articles of Incorporation, Charitable Organization registration, etc.
- Complete, in April, the Annual Statement - Nonprofit Corporation and send it to the Department of State.
- Maintain original chapter charter, bylaws, tax-exempt form, chapter handbook, and all other documents deemed necessary by board of directors in the approved archival area.
- Participate as a member of the Executive Committee through regular attendance at monthly Executive Committee meetings.
- Transfer, to successor, all records upon resignation of office.
- Compile and maintain archival records of past board presidents (encouragement of continued participation – perhaps as committee volunteers for NPD's nomination / selection process).

## Secretary Timeline

### Date & Responsibilities

- November:** Secretary-elect should meet with out-going secretary to review duties and begin the process of transferring records.
- November/December:** Participate in board retreat to develop chapter goals for coming year.
- January/February:** Beginning of term
- April:** Complete the Annual Statement – Nonprofit Corporation and send it to Department of State.
- Every board of directors meeting:**  
Ensure recording of attendance and minutes.
- Following every board of directors meeting:**  
Ensure minutes are distributed.

# VP EDUCATION AND TRAINING

The Vice-President for Education & Training is responsible for the overall educational curriculum for the Chapter, including developing and maintaining ongoing infrastructure. They are responsible for chairing the Education & Training committees and supporting the following board chairs: Programs, Diversity & Inclusiveness and Ethics.

Committee Mission goals are: Education/Mentorship/Creating Connections

The AFP-NM position responsible for Membership will be expected to fulfill the following duties:

- Attend all chapter board of directors meetings and participate in chapter activities.
- Support President and President Elect for quarterly statewide outreach visits
- Develop and manage the Education & Training Committees and execute the annual educational program.
- Provide guidance to the board of directors and members on fulfilling the Ethics objectives of AFP International
- Meet with or call chairpersons on a regular basis.
- Distribute to chairpersons or inform chairpersons of national and local AFP information when necessary.
- Provide chairpersons with a job description and budget for their specific committee.
- Assist chairpersons with the recruitment of committee members for committees related to Education and Training, to set goals and deadlines, conduct needs assessments, and develop program topics and structure.
- Attend committee meetings if warranted.
- Troubleshoot for or assist chairpersons if warranted.
- Collaborate with AFP-NM Committee Chairs and other organizations and individuals to assist with the development of the Chapter education program.

- Transfer, to successor, all records upon resignation of office.

## VP Education and Training Timeline

### Date & Responsibilities

<b><u>November:</u></b>	VP Education and Training should meet with out-going VP to review duties.
<b><u>November/December:</u></b>	Participate in board retreat to develop chapter goals for coming year.
<b><u>January/February:</u></b>	Beginning of term.
<b><u>January/March:</u></b>	Implement the chapter's educational mission for the coming year.  (In alternate years) Plan a chapter needs assessment.
<b><u>April-June:</u></b>	(In alternate years) Conduct a chapter needs assessment.  Develop and refine learning objectives.  Recommend mentors/speakers.  Market the educational plan.
<b><u>July-September:</u></b>	Evaluate the educational plan.
<b><u>October-December:</u></b>	Articulate the chapter's educational mission for the coming year. Provide program evaluation results to the Education & Training Vice-President for the following year.

# PROGRAM CHAIR

Program Chair is directly responsible for providing statewide programs that respond to the educational needs of the chapter members, including planning and implementing monthly luncheon programs

Specifically, the Chair will:

- Form a committee:
  1. at least 2 other volunteers; keep in mind opportunity for committee member to move to chair position
  2. meet at least quarterly (meetings may include electronic/email discussions)
  3. delegate job tasks and assignments
- Attend and be prepared to participate in board meetings
  1. send a representative from committee if unavailable
- Provide a written monthly report (usually by email) for board meeting by required deadlines.
- Invite at least one guest (one free) to a monthly luncheon per year and assist them to become chapter member as well as encourage mentoring opportunities.
- Contribute to Every Member Campaign.
- Attend luncheon meetings; be available to answer questions relative to chapter and position on the board.
- Plan programs far enough ahead of schedule to be able to meet all needs and timelines.
  1. Create expectations for speakers and communicate deadlines in a timely manner.
    - Resumes/bios
    - 5 objectives of learning, what skill or technique are they planning on teaching; ways attendees will demonstrate what they have learned
    - Description of program to be presented (can be a brief outline)
    - Questions to be used at tables to create discussions on topics
    - Hand out of materials for luncheon
    - Hand out materials and permission to post on AFP website
    - Share info from evaluations done at luncheon

# PROGRAM CHAIR, continued

2. provide thank you gifts following presentation including thank you note
- Work directly with Marketing and Communications Chair
    1. provide “teaser” article on program two months ahead;
    2. provide “article” for current month’s program one month ahead.
  - Work with facilities
    1. communicate needs and expectations for facility at least two months ahead by using “facility booking form” or “banquet event order: (depending on venue);
    2. confirm final facility needs at least one month ahead;
    3. work with chapter President and chapter Administrator on long term plans for the following board year relative to site selection and contract.
  - Work with the Diversity and Ethics chairs to see that awareness and education opportunities are addressed.
  - Work directly with the Treasurer and Administrator
    1. keep on-going inventory of gifts – use available inventory first
    2. order certificate of liability insurance for luncheons if required
    3. submit and track any fees for speakers
    4. participate in planning annual budget

Program Committee members will:

- attend planning meetings
- share in assigned tasks and assignments
- bring knowledge of future presenters and resources
- create evaluation questionnaire
- at luncheons
  1. arrive early for luncheon to make sure room is prepared as ordered
  2. bring copies of presenter handouts-place at attendee seating
  3. bring copies of presenter questions for table discussion-place at attendee seating
  4. working in collaboration with membership outreach chair, bring copies of evaluation forms and place at attendee seating or use an electronic evaluation, compile results and share with committees
  5. be prepared to introduce speaker(s)
  6. bring thank you gifts

# PROFESSIONAL DEVELOPMENT CHAIR

The chair is responsible for educating the chapter members about the benefits of certification and assisting members interested in pursuing certification.

Specifically, the Chair shall:

- Coordinate and take responsibility for marketing certification to members.
- Work with the Education & Member Development Committee to ensure inclusion of a program regarding certification in the annual education plan.
- Provide brochures and applications at monthly meetings.
- Write at least one article which promotes certification for inclusion in the chapter newsletter.
- Maintain an updated list of chapter CFREs and ACFREs.
- Recognize new CFREs and ACFREs in the chapter newsletter.
- Obtain CFRE ribbons by calling CFRE International at 703-370-5555 and distribute them to chapter CFREs.
- Ensure contact information is posted on the chapter website for those interested in learning more about CFRE.
- Recruit CFREs and ACFREs and pair them as mentors with CFRE candidates.
- Coordinate the Chamberlain Scholarship and Chapter Scholarship applications and awards, enabling members to attend the International AFP Conference.
- Coordinate and implement Learning Programs, such as the Audio Conference (Webinar) Programs
  - a. Based on budget, coordinate & select learning materials & coordinate appropriate venues for the program
  - b. Work with Chapter Administrator to order materials and set up logistics for presenting each program
  - c. Seek sponsorships to underwrite learning programs

## **PROFESSIONAL DEVELOPMENT CHAIR, continued**

- d. Work with members throughout New Mexico to access the chapters' audio conference library and downloads
- e. Work with Chapter Marketing Committee to promote audio conferences and sponsors
- f. Have all publicity materials Marketing & Communications chair in a timely manner for press releases and articles/advertising in the chapter newsletter and website.
- g. Serve as host at each session for registration, presentation and evaluation process
- h. Track evaluations and send appropriate persons

# ETHICS CHAIR

Specifically, the Chair shall:

- Attend all AFP-NM Board meetings.
- Attend monthly luncheons as able.
- Recruit committee members for the Ethics Committee.

The Ethics Committee is a vehicle through which AFP promotes responsible and ethical behavior by its members and those holding AFP certification, volunteer professionals and the public. Simply stated, the Ethics Committee's work is focused on helping members apply the AFP Code of Ethical Principles and Standards of Professional Practice to their everyday professional lives.

The Committee's work is divided into three areas:

- Education
  - Advice and Counsel
  - Enforcement
- Schedule Ethics committee meetings periodically throughout the year.
  - Plan and implement an annual "Ethics Day" luncheon in March.
    - a. Coordinate with Program chair on the venue and any logistics required
    - b. Participate in budget planning for event.
  - At monthly luncheons the ethics chair or a member of the ethics committee will provide an 'ethics moment' (a scenario that will promote discussion about how best to handle the issue in an ethical).
  - Educate and raise awareness about ethical behavior to local chapter members of AFP-NM and the Board of Directors.

# **VP ADVANCING PHILANTHROPY & Liaison for the NPD Steering Community**

The AFP-NM position responsible for Advancing Philanthropy assists members of the Chapter with forging alliances with each other, colleagues in the profession, and the external communities of our larger customer audience. The position coordinates advocacy for the profession both internally and externally, coordinates communication among members and external audiences, and provides recognition for statewide philanthropy. The VP will be expected to fulfill the following duties:

- Work with the President to position the AFP NM Chapter as the “go to” resource for philanthropy in the state.
- Lead the board of directors in the development of an external communication campaign to be implemented by the Outreach Chair.
- Work with the NPD Chair and board of directors to align the National Philanthropy Day event with chapter mission, budget and recognition objectives.
- Work with Communications Chair to more effectively use a variety of tools to communicate with members and fundraising profession colleagues.
- Attend all chapter board of directors meetings and participate in chapter activities.
- Support President and President Elect for quarterly statewide outreach visits
- Support chairpersons who oversee the committees related to advancing philanthropy.
- Meet with or call chairpersons on a regular basis.
- Distribute to chairpersons or inform chairpersons of national and local AFP information when necessary.
- Provide chairpersons with a job description and budget for their specific committee.
- Attend committee meetings if warranted.
- Troubleshoot for or assist chairpersons if warranted.

## VP Advancing Philanthropy Timeline

### Date & Responsibilities

<b><u>November:</u></b>	VP Advancing Philanthropy should meet with out-going VP to review duties.
<b><u>November/December:</u></b>	Participate in board retreat to develop chapter goals for coming year.
<b><u>January/February:</u></b>	Beginning of term.
<b><u>January/March:</u></b>	Implement the chapter's public relations, communication and recognition objectives.  Begin planning for NPD, YIP and SOP  Initiate development of both internal and external communication plans.  (In alternate years) Plan a customer needs assessment.
<b><u>April-June:</u></b>	(In alternate years) Conduct a customer needs assessment.  Motivate increased activity for NPD planning and marketing  Report on progress of external communication
<b><u>July-September:</u></b>	Focus on recognition: NPD, statewide opportunities for recognition
<b><u>October-December:</u></b>	Articulate the chapter's mission for advancing philanthropy in the coming year. Provide program evaluation results to the Advancing Philanthropy Vice-President for the following year.

# NATIONAL PHILANTHROPY DAY CHAIR

## NON BOARD POSITION

Specifically, the chair shall:

- Work with the VP for Advancing Philanthropy to align NPD with the board's mission, budget and recognition objectives for the event.
- Provide regular communication to the AFP Board about NPD
  - a. Attend quarterly board meetings
  - b. Provide written or verbal committee reports.
- Coordinate the NPD Awards & Selections process
  - a. Recruit an NPD A&S Committee Chair
  - b. Assist the NPD A&S Committee Chair in recruiting a committee
  - c. Assist the Chair in updating, posting, distributing and collecting the nomination forms; scheduling and implementing the selections process; providing information to the AFP Board President to notify award recipients; assisting award recipients with all aspects of participating in NPD; coordinating the A&S Committee to serve as ambassadors to the award recipients during NPD
- Plan and conduct an annual event with the nationwide observance of National Philanthropy Day in November.
  - a. Establish and maintain a diverse committee of no less than five additional members
  - b. Work with the chapter staff administrator on related duties for NPD
  - c. Communicate duties and responsibilities to committee members.
  - d. Meet monthly after committee formation to facilitate and monitor activities.
  - e. Design an appropriate vehicle to honor local NPD awardees, traditionally a luncheon. Committee is responsible for all details including but not limited to invitations, reservations, publicity, venue and menu.
  - f. Secure major event sponsorship and facilitate table and ticket sales.
  - g. Oversee revenue and expenses to achieve positive ROI from event.
  - h. Promote NPD in the media and other appropriate means to expand awareness of AFP and the event.
  - i. Present a written comprehensive report to the board on the event, including attendance record, financial report and overall evaluation.
- Maintain a succession plan for the NPD Committee, encouraging the development of individual committee members as future NPD committee leaders and recruiting new committee members and NPD partners

- Transfer, to successor, all records upon resignation of office.

## National Philanthropy Day Timeline

### Date & Responsibilities

**November/December:** VP Advancing Philanthropy-elect and out-going chair should meet to discuss committee's achievements and possibilities.

Chair-select to start active recruitment of diverse NPD committee members.

**November/December:** Participate in board retreat to develop chapter goals for coming year.

**January/February:** Beginning of term.

Begin Awards & Selection Committee & process

Seek confirmations of existing sponsors, seek new sponsors

**March/April:** Begin the planning process for November event.

Distribute & publicize Nomination form

**April/June:** Facilitation of major sponsor agreements and call for nominations

**May** Nominations due; Selections process implemented

**June** AFP President notifies award recipients

**July/September:** Facilitation of table sales, media promotions and event invitations

**October:** Finalize plans for event

**November:** Facilitation of final preparations, onsite event activities, and conduct follow-up publicity.

Wrap-up and final evaluation completed.

Initiative the transition to new NPD chair.

**December:**

Present a written comprehensive report to Board of Directors on National Philanthropy Day including attendance record, financial report and overall evaluation.

Announce date and location for following year's event.

# MARKETING/COMMUNICATIONS CHAIR

The AFP-NM Marketing and Communications Chair is responsible for External Communications and Public Relations

Specifically, the chair shall:

- Attend all chapter board of directors meetings and participate in chapter activities.
- Provide the monthly communications through the chapter website, social media, print, and other means for timely distribution to membership
- Conduct member survey on effectiveness of current communications tools (i.e. newsletter), and member needs for content, and delivery of information
- Send press releases to appropriate contacts 21 days prior to reservation deadline of event.
- Assist chapter administrator and webmaster with website content, including announcements, news, member information, monthly email blast, including database administration, written content, links to social media/website, etc.
- Recruit chairpersons and oversee committees as needed.
- Keep accurate records of activities and responsibilities for future chairs.
- Provide chairpersons with a job description and budget.
- Attend committee meetings if warranted.
- Troubleshoot for or assist chairpersons if warranted.

## **AFP-NM Newsletter (The Link)**

- Announcements, news and member information are due to the M/C Chair by the second Monday of the month (for the following months newsletter).
- Newsletter to be sent to webmaster for e-mail distribution no later than 21 days prior to the reservation deadline of the next planned AFP-NM sponsored event.  
\*To create a production schedule, start with the day you want chapter members to receive your newsletter in the mail and work backwards from there, allowing time for editing and webmaster availability (3 days), layout (3 days), and writing (1 week).

- Format and present regular columns including a president's report, membership, programs, legislative affairs and editorial reports, chapter calendar, photographs, articles by chapter members and association issues.
- Proposed draft of newsletter is sent to VP Advancing Philanthropy and or chapter Administrator for review before posting to the website.

# VP OF MEMBERSHIP

The AFP-NM position responsible for Membership assists the NM Chapter in empowering current members to grow in their profession by promoting and facilitating networking, professional development, credentialing and mentoring. The position includes recruitment of new members around the state, continued service to more experienced, long-term members, and outreach to younger members through the exploration of collegiate chapters. Visible hospitality at chapter events and virtual hospitality to statewide members is an important part of the position. The VP will be expected to fulfill the following duties:

- Attend all chapter board of directors meetings and participate in chapter activities.
- Promote and facilitate networking, professional development, credentialing and mentoring.
- Coordinate recruitment of new members around the state
- Coordinate continued service to more experienced, long-term members
- Encourage development within AFP by promoting committee recruitment and working with Communications chair to promote 2010 board positions
- Encourage and facilitate visible hospitality at chapter events
- Coordinate the development of a plan for virtual hospitality to statewide members
- Work with committee chairs to promote conference participation and scholarship applications
- Support chairpersons who oversee committees related to membership.
- Meet with or call chairpersons on a regular basis.
- Distribute to chairpersons or inform chairpersons of national and local AFP information when necessary.
- Provide guidance to the board of directors and members on fulfilling the Diversity objectives of AFP International
- Provide chairpersons with a job description and budget for their specific committee.
- Attend committee meetings if warranted.

- Troubleshoot for or assist chairpersons if warranted.

## VP Membership Timeline

### Date & Responsibilities

<b><u>November/December:</u></b>	Participate in board retreat to develop chapter goals for coming year.
<b><u>January/February:</u></b>	Beginning of term.
<b><u>January/March:</u></b>	Develop membership outreach plan for all levels of members statewide  Lead chapter in developing a plan to begin a “pilot” or “model” collegiate chapter for statewide implementation  Work with committee chairs on new recruitment ideas  Promote conferences, motivate scholarship applications
<b><u>April-June:</u></b>	Continue conference participation drive  Motivate increased activity for NPD planning and marketing  Report on progress of membership development and recruitment  Assist with promotion of 2011 board of director opportunities
<b><u>July-September:</u></b>	Focus on including new members, recognizing achievements of current members
<b><u>October-December:</u></b>	Articulate the chapter’s mission for membership development in the coming year. Provide program evaluation results to the Membership Vice-President for the following year.

# MEMBERSHIP OUTREACH CHAIR

- Attend all chapter board of directors meetings and participate in chapter activities
- Promote and facilitate the networking and development of current members within the organization
- Oversee accurate membership information of all current members around the state; keep an up to date accurate roster of all members
- Encourage and facilitate visible hospitality at chapter events and monthly meetings
- Work with board chairs and Chapter Administrator to promote conference participation and scholarship application
- Meet with or call committee members on a regular basis
- Provide committee members with a job description and budget for their specific committee.

# DIVERSITY CHAIR

Specifically, the Chair shall:

- Establish and maintain a diverse committee of no less than two additional members.
- Work in concert with the membership chair to promote cultural diversity in the membership.
- Coordinate with the chapter program meeting chair to develop and provide annually one chapter meeting regarding cultural diversity in the field of fund raising.
- Work with the nominating committee to make sure the Board of Directors is representative of the community that the chapter serves.
- Report on a regular basis the committee's objectives and activities to the Chapter President, Board of Directors and membership.
- Act as a liaison with local fundraising groups. Determine if joint programming can occur between local groups and the AFP chapter.
- Develop programs that respond to the needs of chapter members in promoting diverse populations within their own organizations.

## **Goals Specific for 2010 and Beyond**

1. Develop a diversity committee budget. Secure financial support through board approval to meet the chapter's diversity efforts.
2. Provide scholarship opportunities for fundraising individuals from diverse backgrounds.
3. Invite grassroots organizations and other nonprofits without AFP staff members to a complimentary education event.
4. Cultivate community awareness by conducting training programs for fundraisers in organizations without AFP representation. Coordinate programs through the education committee.
5. Contact diverse professionals from local fundraising groups to invite them to chapter events.

## **EMERGING LEADERS CHAIR**

- Coordinate development of outreach to potential younger members through the exploration of collegiate chapters.
- Work in concert with the VP of Membership Development to promote the growth of young professionals in the field.
- Coordinate and plan The AFP Development Learning Circles; The Learning Circle model encourages small groups of colleagues to connect and share best practices.