

**Association of Fundraising Professionals
Greater Detroit Chapter**

Committee Chairperson Job Description

Accountability

Committees and their chairpersons are accountable to the Board of Directors of the Greater Detroit Chapter of the Association of Fundraising Professionals. Committee chairs are therefore required to attend all Board of Directors meetings, and to prepare a written report each month to the Board of their activities, expenses and revenues, as well as their plans for programs of training or information of the membership.

Reports to the Board of Directors must be prepared in advance and submitted one week prior to the Board meeting. Reports are to be submitted to the President and the Chapter Administrator. A committee chairperson may delegate a committee member to attend in his/her absence.

Assembling a Committee

Committee chairs will recruit and involve a committee in planning and implementing programs of interest to the membership of the chapter in the given committee area. It is recommended that 6 to 10 people be recruited to serve on a committee. Committee chairs may find it helpful work with the Membership Committee to recruit volunteers for the committee's work, providing to the membership opportunities for service involvement to the chapter.

The committee chair is responsible for leading, promoting, monitoring and reporting the activities and plans of the committee to the Board of Directors.

Each committee chairperson must appoint a Vice-Chair by June 1 of each year for succession purposes. This person should have the knowledge, skills and experience sufficient to take over the work of the committee the following year.

Committees are required to meet at least 3 times per year. If no meetings are scheduled in the first six months of the year, a new committee chair will be appointed to carry on that area of work.

Program Planning for the Year

Committee chairs will be involved with and provide leadership for the planning of program in the given area of the committee's work. Key to this responsibility are the skills and experience necessary to supervise the work of committee members, and to train and equip committee members with the knowledge and the motivation necessary to carry out the group's plans.

Committees on ethics, diversity, marketing, membership, advancement fund, seniors and government relations are encouraged prepare presentations to chapter members, in which they discuss the issues, features and benefits of these topics with the

membership. Committee chairs, or their representatives, will work with the Program Committee chair to coordinate presentations and other events.

Committees on professional advancement day, leadership AFP, Monthly programs have their own programmatic aspects as defined between each committee and the Board of Directors each year.

Budget Responsibilities

Most committees are responsible for contributing substantially to the revenue stream of the chapter. Typically this means providing at least \$2500 in revenues over expenses, but is obviously much more in the case of monthly luncheons and professional advancement day. Committee chairs should meet with the Treasurer and Chapter Administrator to define, understand meet budget targets for their respective areas.

Diversity

Committee chairs should be leaders in promoting diversity throughout all aspects of committee work. As a guideline, committees composed of men and women, at least two different ethnic groups, at least two different age groups will be very effective..

Ethics

Committee chairs and members are expected to carry out their work with integrity and openness at all times, which includes attending meetings, accepting assignments, and completing those assignments in a timely and effective way.

Committee chairs are reminded that the mission of the chapter is to promote philanthropy and to advance the profession of fundraising

Coordination with Marketing, Membership, Nominations

Committee chairs are requested to work with the Marketing Committee in devising strategies for marketing and advertising their programs of service to the membership in a timely and effective way. Coordination of newsletter items, monthly luncheon reminders and such is especially critical.

The Immediate Past President is charged with the task of nominating leadership for the board and committees. It is helpful if committee chairs can identify potential leaders within their committees and work with the IPP to develop such persons for subsequent leadership positions in the organization.