

**Association of Fundraising Professionals
Greater Cleveland Chapter**

POLICY TITLE:	Board Job Descriptions
CLASSIFICATION:	Board/Executive
POLICY NUMBER:	2010-0607
MOTION:	Michael Holub
SECONDED:	Elizabeth Ganocy
DATE SUBMITTED (INITIAL):	June 10, 2010
DATE APPROVED	June 10, 2010
APPROVED BY:	Board
SUNSET DATE:	June 2012
SEND TO COMMITTEE FOR REVIEW:	May 2012

President

- Chairs executive committee
- Presides at chapter and board meetings
- Coordinates the work of Vice Presidents, President-elect, officers and committee chairs
- Oversees chapter budget
- Oversees the work of the chapter administrator and coordinates the board's annual evaluation process of the chapter administrator
- Represents AFPGC throughout community
- Coordinates chapter board retreat
- Coordinates strategic plan update and review
- Submits Chapter Report of Activities to AFPI by December 31
- Submits chapter's Ten Star Report to AFPI by January deadline
- Serves as AFPGC's representative to AFPI as applicable and feasible, including Leadership Academy, AFPI Annual Conference and Chapter President's Council
- Reports activities and news from AFPI to chapter board and membership as necessary
- Upon resignation of office, transfers all records in current condition to successor

Immediate Past President

- Serves on executive committee
- Serves as consultant to the president and board
- Works with President to submit chapter's Ten Star Report (reflecting on activities for previous year) to AFPI by January deadline
- Names and chairs the nominating committee
- Upon resignation of office, transfers all records in current condition to successor

President-Elect

- Serves on executive committee and may also assume a Vice President or committee chair position
- Works directly with the president and serves in the president's absence
- Serves as liaison to the committees, board, members and AFPI as assigned by the president
- Upon resignation of office, transfers all records in current condition to successor

Secretary

- Serves on executive committee
- Ensures that chapter files of correspondence and program materials are maintained by chapter administrator
- Leads process in adopting any new recommended chapter bylaws from AFPI as needed
- Position may be combined with Treasurer
- Upon resignation of office, transfers all necessary records to the successor and gives archival files to chapter administrator to be placed in storage

Treasurer

- Serves on executive committee
- Reviews monthly financial reports generated by chapter administrator and bank statement prior to board meeting
- Works with president to create budget and monitor throughout the year
- Coordinates preparation of IRS Form 990 and related documents as needed
- Oversees investment funds
- Position may be combined with Secretary
- Upon resignation of office, transfers all necessary records to the successor and gives archival files to chapter administrator to be placed in storage

Vice President, Membership

- Serves on executive committee
- Chairs membership committee to facilitate recruitment, retention, mentoring, inclusion and scholarship initiatives
- Upon resignation of office, transfers all records in current condition to successor

Vice President, Professional Development

- Serves on executive committee
- Chairs professional development committee to facilitate breakfast roundtables, luncheon programs, senior leadership programs, annual chapter meeting, CFRE training, Essentials of Fundraising series and audio conferences.
- Upon resignation of office, transfers all records in current condition to successor

Vice President, Communications

- Serves on executive committee
- Chairs external relations committee to facilitate chapter communications (website and newsletter); marketing partnerships; government and community relations; special programs and National Philanthropy Day publicity.
- Upon resignation of office, transfers all records in current condition to successor

Vice President, Resource Development

- Serves on executive committee
- Chairs resource development committee to facilitate National Philanthropy Day events and awards, AFPI Every Member Campaign and creates opportunities for corporate sponsorships, foundation grants and individual support as appropriate.
- Upon resignation of office, transfers all records in current condition to successor