



## **Board Member Responsibilities**

### **As a member of the AFP Western Massachusetts Chapter, Board of Directors will:**

- Be an AFP member in good standing
- Attend the Board orientation/planning meeting
- Attend all Board of Directors meetings
- Prepare a written report for all Board and executive committee meetings as needed and attend the executive committee meetings as needed
- Commit to the success of the chapter in getting back to basics and focus on membership, education and revenue generation opportunities
- Uphold the Board fiduciary responsibility and actively identify and solicit donors and sponsors for the AFP Western Massachusetts Chapter.
- Chair one committee or serve on at least one committee or task force

### **As an active committee member Board Members will:**

- Provide committee members with a copy of responsibilities and timelines
- Actively recruit members for their committees and purposefully engage in succession planning to ensure the sustainability of the chapter
- Keep accurate records of activities and responsibilities for committee chairs and members

### **As an ambassador for the chapter Board Members will:**

- Participate in chapter activities, National Philanthropy Day, and monthly events
- Welcome event attendees and make sure new members and attendees are connected
- Be open to opportunities to mentor new chapter members and new professionals
- Communicate with the chapter membership as appropriate
- Be accessible for questions and concerns regarding the chapter and route inquiries to the appropriate volunteer leader or chapter administrator

### **As a leader within the fundraising profession and their professional association, Board Members will:**

- Make a personal financial commitment to the AFP Foundation Be The Cause Campaign (and encourage other chapter members to make a commitment)
- Consider pursuing CFRE credentialing, if not already held
- Share my enthusiasm for the organization and ask for investment of time and dollars from my peers

