



AFP WESTERN MASSASHUSETTS COMMITTEE DESCRIPTIONS AND REPONSIBILITIES

Communications Committee

- Promotes and aids the development and delivery of internal and external communications strategies and vehicles, including newsletter, website, social media, and marketing.
- Creates an increased value of the chapter website and newsletter.
- Articulates member's value through creating messaging including talking points and leave behinds for all chapter member events.
- Enhances Chapter Volunteer opportunities to engage to participate in Chapter events and activities.
- Positions the chapter's role in growing philanthropy in our community that enables greater, more strategic private sector partnerships.
- Develops archive of chapter events and session photos.

Program Committee

- Guides the development of, and attendee recruitment for, enriching and diverse education programs; including roundtables, webinars, monthly speaker sessions, and CFRE programs.
- Identifies topics, themes, and speakers using past program evaluation data and chapter's diversity and inclusion definition.
- Guides the development of monthly educational programs.
- Guides the program development for sessions targeted to members in the profession 10 years or longer.

Diversity and Inclusion Committee

- Develops recommendations for programs that ensure cultural and social diversity in the chapter's membership and leadership.
- Develops recommendations for assisting chapter members understanding the value of developing more diversity within their own organizations.
- Collaborates with other local and regional organizations to promote and foster an all-encompassing view of diversity.
- Assists the National Philanthropy Day award committees in recruiting and vetting nominations for the Outstanding Diversity Leader Award.

Membership Committee

- Develops innovative member recruitment and retention strategies.
- Develops mechanisms to measure chapter member satisfaction.
- Creates networking opportunities for members and non-members.

Committee on Directorship – Immediate Past President

- Oversees board nomination and selection process.
- Responsible for determining Board slate for the following year, which is submitted to membership for approval.

National Philanthropy Day Committee

- Oversees all aspects of the annual award luncheon to honor philanthropy in the local area.
- Submits nominations to International for AFP's Awards for Philanthropy.

Sponsorship Committee

- Ensures long term success for the chapter's fundraising program through developing and executing a high quality sponsorship program.
- Oversees cultivation and solicitation of sponsors
- Liaisons with event sponsorship committees to ensure across the board benefits.
- Oversees and markets the Be The Cause Campaign though determining innovative fundraising techniques.