



AFP GREATER AUSTIN CHAPTER BOARD OF DIRECTORS

PHILANTHROPY DAY CHAIR POSITION DESCRIPTION

Overall Role

- Plans and executes the Chapter's annual Philanthropy Day event.
- Work with a committee of AFP members and non-members to plan a successful event.
- Creates and works within event budget to ensure gross income exceeds expenses.
- Works with President, President-elect and Chapter Administrator for event's success in all areas of execution.
- Leads by example, making a personally meaningful annual contribution to the chapter and to the AFP Foundation.
- Carries out the chapter's mission, vision and strategic plan initiatives.

Specific Goals and Objectives

- Identifies venue and coordinates with venue to determine date, time, food and logistics.
- Oversees securing of sponsorships, table reservations, volunteers and run of show.
- Works with Awards Chair to solicit nominations and select event's honorees.
- Keeps Committee on task for all deadlines regarding, but not limited to, awards selection, and all print and submission deadlines.
- Works closely with VP of Communications to coordinate marketing and media coverage (press, print and social media) for event and award winners.
- Work with the VP of Resource to coordinate sponsorships for Chapter programs, Philanthropy Day and other Chapter events.
- Be familiar with the Chapter's strategic plan and the Chair's responsibilities in that plan. Carry out any necessary initiatives.
- Identify future leadership.

Regular Tasks

- Attend monthly Board and Chapter meetings.
- Preside and attend Committee meetings.
- Review financials and budget with Treasurer.
- Prepare a Philanthropy Day report for monthly Board meetings.
- Make a charitable gift to the chapter Annual Campaign and to the IHQ BE the CAUSE Campaign.
- Maintain an active AFP membership.
- Submit one (or more) Philanthropy Day nomination(s).
- Participate in stewardship of Event sponsors.