



Association of Fundraising Professionals Greater Austin Chapter

Board Member Expectations

The continued success of the AFP Greater Austin Chapter (AFP-GAC) depends on the personal commitment and active involvement of Board Members who embrace the privilege to serve and responsibility to lead. AFP-GAC Board Members are expected to be advocates for our profession, enthusiastic communicators of the Chapter's [mission and vision](#), both to members and the larger community, and to play an integral role in our leadership development and fundraising activities.

We also recognize that all AFP Board Members take on these roles in a volunteer capacity, and while engagement and participation is expected as much as possible, conflicts may arise that prevent attendance at every meeting, program or event listed below. Please communicate about any accommodations needed.

Board members are expected to engage in the following ways, in addition to the responsibilities outlined in position descriptions:

Attendance

- Attend 8 out of 10 board meetings, plus annual full-day retreat
- For executive committee members, attend monthly executive committee meetings
- Attend Philanthropy Day
- Submit and/or secure one (or more) Philanthropy Day nomination
- Make best effort to attend at least 2 Chapter Meetings and other education and networking events, representing the Board as a “welcome host” for members and attendees

Membership & Fundraising

- Maintain an active AFP membership
- Make a personal gift that is meaningful to you to both the local AFP-GAC annual campaign and AFP Global “Be the Cause” campaign
- Secure one (or more) Philanthropy Day sponsorship
- Participate in stewardship of chapters members, donors and volunteers

Chapter Administration

- Be well-informed to convey our mission and strategies, programs, strengths and needs
- Be familiar with the Chapter's [strategic plan](#) and IDEA action plan responsibilities related to specific board position and carry out necessary initiatives
- Submit brief board report one week in advance of each board meeting
- Participate actively in annual budget preparation and mid-year revisions, providing leadership for budget development related to specific board position
- Identify future leadership from committees, with an eye for succession planning
- Upload and store all working documents for the organization in AFP-GAC Google Drive
- Provide bio and headshot for Chapter website
- Be actively involved in evaluation of Chapter Administrative team