

# Executive Committee - General Operations

The Executive Committee provides direction to the Board as the governing body of the St. Louis Regional Chapter of the Association of Fundraising Professionals.

The officers of the Chapter shall be a President, President-Elect, Immediate Past President, one to four Vice Presidents, a Secretary, and a Treasurer. The offices of Secretary and Treasurer may be held by the same individual. Officers shall be elected at an annual meeting of the membership, and shall serve one-year terms. Officers may serve a maximum of two years in each office, and may qualify for two additional one-year terms after a minimum one-year break in service.

The Executive Committee of the St. Louis Regional Chapter of the Association of Fundraising Professionals shall support one another in matters pertaining to general chapter leadership. Specifically, the executive committee shall meet as necessary to assess the ongoing operations of the chapter, and to support and strengthen the activities of the various committees.

All members of the Executive Committee shall:

- Be active members in good standing with AFP.
- Be elected into office and serve January 1 through December 31.
- Make a personal financial commitment to the AFP Foundation.
- Endeavor to attend all meetings of the board of directors.
- Endeavor to attend all meetings of the executive committee.
- Maintain general oversight of the chapter's master calendar of events to ensure an orderly and organized flow of activities.

In general, the Executive Committee shall function to support and review chapter operations with the President in order to ensure and foster good communication and leadership throughout the Board of Directors and general membership.

A majority of the Executive Committee shall constitute a quorum.

An officer may resign at any time by serving written notice to the President or Chapter Board of Directors. Such resignation shall take effect upon receipt by the President or Board unless otherwise specified.

Should a vacancy occur, the Board of Directors shall fill the vacancy for the unexpired term. If the office of President becomes vacant, the President-Elect shall become President for the unexpired term and shall continue to serve as President for a full term beginning at the end of the unexpired term.

## PRESIDENT

The President of the St. Louis Regional Chapter of the Association of Fundraising Professionals shall have all the powers and shall perform all the duties commonly incident to and vested in the office of the President of an organization including, but not limited to, chairing all meetings of the Board and membership of the Chapter.

The President shall:

- Attend the Leadership Academy and International Conference (both annual obligations).
- Serve as the official representative of the Chapter, and as the primary liaison with AFP-IHQ.
- Participate in chapter activities and make a gift to the Every Member Campaign.
- Prepare agenda for regularly scheduled Board and Executive Committee meetings.
- Direct and steward decisions, orders, and resolutions of the Board of Directors.
- Ensure that election of officers occurs annually and in accordance with chapter bylaws.
- Notify AFP-IHQ of all elected officers by December 15.
- Select Chapter delegates to attend the AFP Leadership Academy on an annual basis.
- Convene the Executive Committee, Board of Directors, and general membership as necessary.
- Submit all required forms (IRS 990, 501(c)(3), Chapter Accord Report, etc.) to AFP-IHQ.
- Review the organizational performance and effectiveness of all chapter activities.
- Recruit new members to the Board of Directors when a vacancy occurs.
- Exercise general fiduciary responsibility for the Chapter.
- Initiate policies and implement plans to achieve the Chapter's established goals and its mission.
- Inform Board of Directors and general membership of developments at AFP-IHQ.

## PRESIDENT-ELECT

The President-Elect of the St. Louis Regional Chapter of the Association of Fundraising Professionals shall act as the President in the latter's absence or incapacity, and shall have such powers and perform such other duties as may be assigned by the President or Board of Directors.

The President-Elect shall:

- Receive direction from, and render assistance to, the President as needed.
- Attend all chapter Board of Directors and Executive Committee meetings.
- Attend the Leadership Academy (an annual obligation).
- Participate in chapter activities and make a gift to the Every Member Campaign.
- President-Elect shall make certain that all required filings, including the Chapter's Accord and Ten-Star documents, are completed and submitted on time.
- Act in the President's absence, presiding over all meetings, as needed.
- Act as liaison with various committees and committee chairs to provide support.
- Review and suggest revisions to the chapter handbook for consideration by the Board.
- Attend, if possible, the AFP International Conference and, if necessary, serve as a Chapter's representative at the business meeting.

## IMMEDIATE PAST PRESIDENT/CHAIR of the COMMITTEE ON DIRECTORSHIP

This is a general job description of the duties of the role of the Immediate Past President/Chair of the Committee on Directorship.

Specific duties include, but are not limited to:

- Prepare a slate of nominees for all elected offices.
- Ensure that all members are provided with a copy of the slate of officers, according to notification procedures required by the chapter bylaws.
- Work closely with committee members to ensure diversity and to see that the best qualified applicants are chosen.
- Prepare a list of suggested individuals to fill appointed positions.
- Choose knowledgeable persons to serve on your committee as outlined in the Committee on Directorship document included in the board manual.
- Work with the Marketing Committee to announce the slate of officers, scheduled elections, and the installation program.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

## VICE PRESIDENT-INTERNAL RELATIONS

The V.P. of Internal Relations for the St. Louis Regional Chapter of the Association of Fundraising Professionals shall coordinate the efforts of the following committees:

- Membership Engagement
- Senior Professionals
- Diversity/Inclusion
- Young Professionals

The V.P. of Internal Relations and related committee chairs shall study, review, and make recommendations to the Board of Directors concerning all membership services.

The V.P. of Internal Relations shall have all the powers and shall perform all the duties outlined below and other duties as the President may designate.

Specifically, the V.P. of Internal Relations shall:

- Attend all chapter Board of Directors and Executive Committee meetings.
- Participate in chapter activities and make a gift to the Every Member Campaign.
- Assist the Membership Committee chairperson with the New Member table at the monthly luncheon.
- Greet members upon arrival at the monthly luncheon.
- Provide oversight and help committee chairs formulate goals for their respective areas.
- Review monthly membership reports from IHQ with membership engagement chair to inform recruiting and retention efforts.
- Meet with or call committee chairpersons on a regular basis.
- Distribute to chairpersons or inform chairpersons of national and local AFP information as necessary.
- Develop with chairpersons a job description and budget for their specific committee/event.
- Attend committee meetings and assist chairpersons as needed.

## VICE PRESIDENT-PROFESSIONAL DEVELOPMENT

The V.P. of Professional Development for the St. Louis Regional Chapter of the Association of Fundraising Professionals shall coordinate the efforts of the following committees:

- Programming
- Conference
- National Philanthropy Day
- Scholarships and Fellows
- Mentoring

The V.P. of Professional Development and related committee chairs shall study, review, and make recommendations to the Board of Directors concerning all professional development matters.

The V.P. of Professional Development shall have all the powers, and perform all the duties outlined below and other duties as the President may designate.

Specifically, the V.P. of Professional Development shall:

- Attend all chapter Board of Directors and Executive Committee meetings.
- Participate in chapter activities and make a gift to the Every Member Campaign.
- Provide oversight and help committee chairs formulate goals for their respective areas.
- Create opportunities for/challenge chairpersons to consider how their work promotes the development of our profession and membership.
- Meet with or call committee chairpersons on a regular basis.
- Distribute to chairpersons or inform chairpersons of national and local AFP information as necessary.
- Develop with chairpersons a job description and budget for their specific committee/event.
- Attend committee meetings and assist chairpersons as needed.

## VICE PRESIDENT-EXTERNAL RELATIONS

The V.P. of External Relations for the St. Louis Regional Chapter of the Association of Fundraising Professionals shall coordinate the efforts of the following committees:

- Sponsorship
- Marketing
- Collegiate Chapters/Outreach
- Government Relations

The V.P. of External Relations and related committee chairs shall study, review, and make recommendations to the Board of Directors concerning all communications and external relations.

The V.P. of External Relations shall have all the powers and shall perform all the duties outlined below and other duties as the President may designate.

Specifically, the V.P. of External Relations shall:

- Attend all chapter Board of Directors and Executive Committee meetings.
- Participate in chapter activities and make a gift to the Every Member Campaign.
- Provide oversight and help committee chairs formulate goals for their respective areas.
- Create opportunities for/challenge chairpersons to consider how their work promotes the development of our profession to external audiences.
- Meet with or call committee chairpersons on a regular basis.
- Distribute to chairpersons or inform chairpersons of national and local AFP information as necessary.
- Develop with chairpersons a job description and budget for their specific committee/event.
- Attend committee meetings and assist chairpersons as needed.

## VICE PRESIDENT-FINANCE

The V.P. of Finance for the St. Louis Regional Chapter of the Association of Fundraising Professionals shall coordinate the efforts of the Treasurer, Sponsorship Committee (in conjunction with the Vice President of External Relations), and the AFP Every Member Campaign Committee. The V.P. of Finance and related committee chairs shall study, review, and make recommendations to the Board of Directors concerning all financial matters such as the operating budget, borrowings, investments, financial statements, and any expenditures or appropriations requested by other committees.

The V.P. of Finance shall have all the powers, and perform all the duties outlined below and other duties as the President may designate.

Specifically, the V.P. of Finance shall:

- Attend all chapter Board of Directors and Executive Committee meetings.
- Participate in chapter activities and make a gift to the Every Member Campaign.
- Initiate the process to select the accounting firm to perform the annual financial review and 990 preparation, and monitor the activities of the accounting firm.
- Chair the finance review committee, consisting of two additional non Executive Committee members, to annually review the chapter's financial records.
- Recruit chairpersons for and oversee the AFP Every Member Campaign committee.
- Prepare and monitor, with the Treasurer (if treasurer is in place; if not, President will substitute), the Chapter's annual budget.
- Prepare, with the Treasurer (if Treasurer is in place; if not, President will substitute), all budget reports of income and expenditures for Board and Executive Committee meetings, and review investment policy on an annual basis.
- Meet with or call committee chairpersons on a regular basis.
- Inform chairpersons of national and local AFP information as necessary.
- Develop with chairpersons a job description and budget for their committee/event.
- Attend committee meetings and assist chairpersons as needed.

# SECRETARY

The Secretary for the St. Louis Regional Chapter of the Association of Fundraising Professionals shall have all powers and shall perform all the duties commonly incident to and vested in the Office of Secretary of a corporation and other such duties as the President may designate. The duties of the Secretary can also be performed by the Chapter Administrator and/or the Treasurer.

Specifically, the Secretary shall:

- Participate in chapter activities and make a gift to the Every Member Campaign.
- Create a comprehensive list of committee members.
- Organize Board of Director Orientation each winter.
  - Keep the handbook updates with major edits yearly and perform a full review and update every three years.
  - Onboard new board members and ensure they have all needed materials to be successful.
- Complete applications for 10-Star Award and AFP Accord.
- If/when assigned by President, work with Executive Committee to:
  - Lead the chapter's revision of its strategic plan.
  - Develop and implement a succession plan.



# TREASURER

The Treasurer for the St. Louis Regional Chapter of the Association of Fundraising Professionals shall have all the powers and shall perform all the duties commonly vested in the Office of Treasurer of a corporation and other duties as the Vice President of Finance may designate. The Treasurer shall serve on the Finance Committee, which shall study, review, and make recommendation to the Board of Directors concerning all financial matters such as the operating budget, borrowings, investments, financial statements, and any expenditures or appropriations requested by other committees. If a treasurer is not specifically named, then the duties of treasurer shall be carried out by the Chapter Administrator and/or the Vice President of Finance.

Specifically, the Treasurer shall:

- Participate in chapter activities and make a gift to the Every Member Campaign.
- Work with the Chapter Administrator to ensure all checks and cash are deposited within 30 days of receipt.
- Receive all bank statements and coordinate monthly reconciliation of the checkbook.
- Work with the Chapter Administrator to disburse funds (write checks) to pay expenses.
- Work with the Chapter Administrator to invoice individuals and organizations for fees due.
- Assist V.P. of Finance with the organization and maintenance of all financial records.
- Assist the V.P. of Finance with the preparation of a written Treasurer's report for the Executive Committee and Board meetings that details all Chapter receipts and expenditures.
- Assist the V.P. of Finance with the preparation of financial reports for the Chapter to be in Accord, and in compliance with all state and federal requirements.
- Assist the V.P. of Finance to develop a tentative budget, based on goals developed with the Board, for the review and approval of the Board at its last meeting of the fiscal year.
- Maintain and distribute the Chapter's tax-exempt letter to all Chapter volunteers.
- Assist and prepare reports and records as requested by the finance review committee.
- Transfer, to successor, all records upon vacating office.