



## TERMS OF REFERENCE

### PHILANTHROPY AWARDS CHAIR

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**Creation Date:** November 26, 2015

**Revision Date:** March 9, 2020

#### **Purpose/Role:**

The role of the Philanthropy Awards Chair is to:

- To manage and implement the annual Philanthropy Awards event logistics;
- To leverage the volunteers skills to best communicate and celebrate the award recipients;
- To showcase the honour of becoming a recipient.

#### **Responsibilities:**

- Increase public awareness and participation in the annual Philanthropy award;
- Present annual AFP Philanthropy Awards as part of National Philanthropy Day celebration;
- Prepare a proposed budget for review by the Chapter Board;
- Engage a keynote speaker and/or emcee;
- Select site and make preparations for program;
- Work closely with the Sponsorship committee to develop strategies and secure support;
- Work with chair responsible for newsletter to request nominations, promote event and steward award sponsors and recipients;
- Work with award judges to evaluate and select nominations;
- Report award recipients to AFP Ottawa chapter members and nominators;
- Develop a plan to promote and market the event within the community;
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

#### **Membership:**

- The AFP Ottawa Chapter Philanthropy Chair is a member of the AFP Ottawa Chapter;
- The AFP Ottawa Chapter Philanthropy Chair is a member of the Board of Directors;

#### **Accountability:**

- Manages and oversees the Philanthropy Awards committee: There may be eight to ten additional volunteers on the Committee\*

##### Responsibilities include:

- Communications & Marketing
- Emcee
- Program Design
- Social Media Specialist
- Event Management
- Logistics
- Sponsorship
- Members at large

*\*Length of volunteer terms on the Philanthropy Awards Committee are determined by the Philanthropy Awards Chair*

- There are no additional board members/chairs accountable to the Philanthropy Awards Chair

**Meeting schedule and Time Commitment:**

- The AFP Ottawa Chapter Philanthropy Awards Chair is expected to attend:
  - Regular committee meetings (monthly, weekly leading up to event);
  - Monthly Board of Directors meetings
  - The Annual General Meeting (typically scheduled in May of each year);
  - The AFP Board Orientation Meeting, (typically scheduled in June of each year).

**Evaluation:**

The terms of reference shall be reviewed annually from the date of approval

They may be altered to meet the current needs of all committee members, by agreement of the majority