



## TERMS OF REFERENCE PARTNERSHIP CHAIR

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**Creation Date:** March 17, 2016

**Revision Date:** March 9, 2020

### **Purpose/Role:**

The Partnership Chair's role is to help coordinate all efforts of AFP partnership, including sponsorship. The chair will help retain and attract select AFP sponsors and partners as agreed upon by the committee chair, AFP Chapter President and chairs of related portfolio's (professional development, fundraising day etc.).

### **Responsibilities:**

- To promote the benefits of a relationship with AFP;
- To identify which sponsors and prospects may have an interest in a variety of AFP opportunities;
- To identify non-financial partnership opportunities that may benefit education, membership, communications etc.;
- To steward and cultivate sponsor, association and other corporate stakeholder relationships who have a broad interest in AFP beyond individual properties
- To review current partnerships and ensure all partners and opportunities are valued properly;
- To report back to the Board of Directors on all activities relating to partnership and sponsorship;
- Work alongside Committee members from Fundraising Day, Philanthropy Awards and Education may also participate
- Assist with the compiling of existing partnership and sponsorship packages into a central resource;
- Prospecting, discovery and research of potential partners;
- Develop partnership strategies in conjunction with the chair including activation and fulfillment;
- Deployment of activation and fulfillment for partnerships negotiated and stewarded by the Sponsorship committee;
- Working with the Engagement chair -recruit and retain members for the Partnership committee;
- Work with the Mentorship chair on RBC future leaders:
  - The Partnerships Chair is responsible for acquiring and managing the relationship with the funder, but the Mentorship Chair will provide stats, content, etc. for both the sponsorship proposal and close out report.
  - Mentorship Chair and Partnership Chair work closely to ensure the sponsor is recognized appropriately through mentorship communications, event scripts, etc.
- 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 Partnership Chair is a member of the AFP Ottawa Chapter;
- The AFP Ottawa Chapter Partnership Chair is a member of the Board of Directors;

### **Accountability:**

- Manages and oversees the Partnership Committee:
  - *Length of volunteer terms on the Partnership Committee are determined by the Partnership Chair*

### **Meeting schedule and Time Commitment:**

- The AFP Ottawa Chapter Partnership Chair is expected to attend:
  - Arrange and attend regular committee meetings;
  - 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).

**Policies:** Reference AFP Ottawa Chapter by-laws

**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.