



TERMS OF REFERENCE FUNDRAISING DAY CHAIR

Creation Date: July 1, 2015

Revision Date: March 9, 2020

Purpose/Role:

The role of the Fundraising Day Chair is to manage, coordinate and implement all logistics for the annual AFP Ottawa Conference.

Responsibilities:

- Increase public awareness and participation at the annual Fundraising Conference;
- Present annual AFP Fundraising Day as part of National Philanthropy Day celebration;
- Prepare a proposed budget for review by the Chapter Board;
- Engage a keynote speaker for the event;
- Work with chair of Professional Development to develop a strategy to attract exciting speakers and program content;
- Select site and make preparations for program;
- Work closely with the Sponsorship committee to develop strategies and secure support;
- Work with external relations chair to promote event and steward sponsors and vendors; and also develop a plan to promote and market the event within the wider Ottawa, Kingston, Toronto communities;
- 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 Fundraising Day Chair is a member of the AFP Ottawa Chapter;
- The AFP Ottawa Chapter Fundraising Day Chair is a member of the Board of Directors;

Accountability:

- Manages and oversees the Fundraising Day committee:

Responsibilities include:

- Communications & Marketing
- Speakers
- Program Design
- Social Media Specialist
- Event Management
- Logistics
- Sponsorship

**Length of volunteer terms on the Fundraising Day Committee are determined by the Fundraising Day Chair*

Meeting schedule and Time Commitment:

- The AFP Ottawa Chapter Fundraising Day 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