



TERMS OF REFERENCE ENGAGEMENT CHAIR

Creation Date: March 19, 2017

Revision Date: March 9, 2020

THE ENGAGEMENT CHAIR IS RESPONSIBLE FOR THE FOLLOWING 2 PORTFOLIOS:

- Volunteer Management
- Government Relations

VOLUNTEER MANAGEMENT

Purpose/Role:

The Engagement Chair is be responsible for forming a committee on volunteer engagement to pair either;

1. AFP members who are looking to volunteer on a committee, project, event or portfolio as part of the AFP Ottawa Chapter activities.

Responsibilities:

- Establish a recognition strategy for volunteers and work with Chapter President to acknowledge outstanding volunteers;
- Review on an annual basis the terms of reference for each director position and portfolio on the chapter board;
- Assist committee chairs and the AFP Ottawa Chapter board to recruit volunteers for specific chapter roles.

GOVERNMENT RELATIONS CHAIR

Purpose/Role:

Government Relations (GR) Committees across Canada help determine AFP legislative and regulatory policy by monitoring and responding to current and emerging issues affecting fundraising and the nonprofit sector in Canada. They work with AFP staff and other partners to assist in formulating strategies, information briefs, and helping AFP members make contacts with federal, state/provincial, and local policy makers.

Government Relations Chair:

The AFP Ottawa Chapter GR Chair acts as a liaison between their Chapter GR Committee and his/her Board of Directors, between his/her chapter, local GR committee and the AFP Canada GR Committee, and between his/her chapter and other AFP chapters.

Responsibilities:

The main goals of the AFP Ottawa Chapter GR Committee are to:

1. Educate members:
 - a) Make advocacy/government relations relevant to members;
 - b) To familiarize themselves with current GR issues, and inform members of important local and national developments while distributing appropriate materials in a timely manner;
 - c) To educate members on public policy and other GR topics via (at least) 1 annual education session, as well as the ongoing sharing of information and answering of related questions.

2. Engage in order to become a trusted resource:
 - a) Engage government officials, especially those holding elected office in their chapter region to raise awareness and establish AFP as a valued insight provider;
 - b) Engage Members in discussions on public policy issues and solicit input on their GR needs.
3. Advocate
 - a) Become known as a leader in shaping public policy and relevant regulations to develop a stronger charitable and non-profit sector.
4. Volunteers on the GR Committee may have such roles as:
 - a) GR Engagement coordinator(s) (e.g. reach out, schedule and meet with MP/MPP/other Government contacts)
 - b) GR/Communications Liaison (e.g. content provider/writer for newsletter)
 - c) GR 101/Education coordinator (e.g. plan, manage and provide leadership for 1 GR education session/year)
 - d) Giving Tuesday coordinator (e.g. plan, manage and work with Executive Team for Giving Tuesday activities)

TERMS OF ENGAGEMENT CHAIR:

Membership:

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

Accountability:

- Manages and oversees the Government and Volunteer Committees:
 - *Length of volunteer terms on the Government Relations and Volunteer Committees are determined by the Engagement Chair*

Meeting schedule and Time Commitment:

- The AFP Ottawa Chapter Engagement Chair is expected to attend:
 - Arrange and attend regular Government Relations and volunteer committee meeting;
 - 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).
 - The AFP Ottawa Chapter GR Committee meets quarterly in person and communicates regularly by email
 - At least one (1) AFP Ottawa Chapter GR Committee Representative is expected to attend bi-monthly national Government Relations Canada Committee conference calls.

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.