



## TERMS OF REFERENCE

### ADVANCED DEVELOPMENT

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**Creation Date:** March 19, 2016

**Revision Date:** March 9, 2020

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

The role of the Chair, Advanced Development is to ensure the AFP Ottawa Chapter's professional development offering are meet the goals and objectives of the chapter; specifically focusing on promoting the involvement of senior fundraisers in the Ottawa area. The Chair will also be responsible for overseeing the CFRE study group and chamberlain scholarship process. The chair is also responsible for coordinating the monthly executive breakfasts.

#### **Responsibilities:**

- Report to the Chapter President, Board of Directors and membership at regular intervals;
- Coordinate with the Diversity Chair to provide cultural diversity and programs for members of all types;
- Coordinate with the Fundraising Day Chair to provide diversity and programs for members of all types;
- Working with the Engagement committee -recruit and retain members for the Education/Program Committee;
- Encourage involvement of members in chapter programming;
- Develop programs that respond to the educational needs of chapter members and others in the community;
- Ensuring there are learning opportunities for Senior Fundraisers;
- Liaise with Senior Fundraisers to help meet their professional development needs;
- Work with the Communication Chair and Newsletter Editor to publicize programs;
- Recruit a key volunteer to lead and manage the CFRE study program on an annual basis;
- Recruit a committee to review and implement the chamberlain scholarship on an annual basis;
- 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 Advanced Development Chair is an active member of the AFP Ottawa Chapter;
- The AFP Ottawa Chapter Advanced Development Chair is a member of the Board of Directors;

#### **Accountability:**

- Manages and oversees the CFRE study liaison;
- Manages and oversees the Chamberlain Scholarship nominating committees;
- Manages and oversees the Executive Breakfast committee;

#### Responsibilities include, but are not limited to:

- Communications & Marketing;
- Program Design and Content;
- Speaker Coordination;
- Event Management and Logistics;

*\*Length of volunteer terms on the Advanced Development Committee are determined by the Chair*

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

- The AFP Ottawa Chapter Advanced Development is expected to attend:

- Regular committee meetings;
- Regular meetings with CFRE study group liaison;
- Annual meeting with chamberlain awards committee;
- 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