



## 2021 AFP Advancement Northwest Board of Directors Roles and Responsibilities

### *Organizational Background*

The Association of Fundraising Professionals (AFP) is the professional association of individuals and organizations that generate philanthropic support for a wide variety of charitable institutions. Founded in 1960, AFP advances philanthropy through its 31,000 members in more than 240 chapters throughout the world. In 2015, AFP Washington and the Northwest Development Officers Association united into one powerful voice for philanthropy in Washington State. Today, AFP Advancement Northwest provides meaningful professional development and convening opportunities for the fundraising community across the state, including our more than 400 members. We aspire to do our work through an anti-racist approach that strengthens the fundraising community and the nonprofit sector.

**Our Mission:** Building leaders who fundraise to transform communities locally and across the world.

### **About the Board of Directors**

The AFP Advancement Northwest Board is comprised of 27 members who form a working Board. As a volunteer-led organization, Board members plan and execute the work of the Chapter, in partnership with committee members, volunteers, and our office, Association Management Inc.

### **2021 Board Goals**

- Provide meaningful and relevant professional development content for fundraisers at all stages of their careers
- Provide a welcoming platform for fundraisers to convene and learn from each other
- Support and foster a collaborative, inclusive and welcoming community of fundraisers
- Question current best practices and lift up, support and promote anti-racist fundraising practices
- Authentically infuse AFP's Diversity, Equity, Inclusion and Access (DEIA) in all aspects of our work as an AFP ANW board of directors

### *Term of Service*

Board members serve one-year, renewable terms. It has been our practice, however, for

directors to commit to serve for two years, renewable up to six years. Terms begin in January and conclude in December. Board members may serve in any specific officer role for two years only. No director may serve more than eight years consecutively on the Board unless also serving as president, president-elect or immediate past president. A one-year break in service is required otherwise.

## *Expectations*

It is expected that Board Members will:

**Be an AFP member:** Each Board member must be a member in good standing of AFP, with dues current and paid. *Scholarships are available to board members as well as non-board members to underwrite the cost of membership.*

**Be Committed to our DEIA Values:** Advancement Northwest strives to be an anti-racist organization and we know we have work and learning to do to get there. We expect all board members will be committed our Diversity, Equity, Inclusion and Access (DEIA) values, be committed to growing and learning personally and participate actively in Advancement Northwest's support of an anti-racist fundraising community.

**Be an Advocate:** Board members help communicate the Chapter's mission, vision and values by representing the Association of Fundraising Professionals (AFP) and AFP Advancement Northwest formally and informally with groups and individuals in the community.

**Attend Virtual Board Meetings & Annual Retreat:** Each Board member is expected to attend 80% of all Board meetings, held virtually via Zoom. Board meetings are held monthly. VPs and committee leads are expected to submit written board reports prior to each board meeting.

**Serve Actively on a Committee:** Each Board member is expected to serve on a committee, either as VP, Co-Chair or as a committee member.

**Participate in the Be the Cause Campaign:** It is expected that each Board member will make a gift to the AFP Be the Cause Campaign to the best of their ability. The AFP Foundation advances philanthropy at the international and national levels. Contributions provide scholarships, webinars and other resources, and supports advocacy and research. If the chapter meets its fundraising goal for the campaign, 25%-35% is returned directly to the chapter. Additional grants are awarded to chapters that excel in membership participation in the campaign.

**Attend Chapter Programs & Events:** Each Board member should make every attempt to attend the Annual Conference (typically held in the spring). Board members are also expected to attend at least 2 monthly programs, as well as the Winter and Summer member socials and participate in National Philanthropy Week in the fall.

**Recruit New Committee Members & Board Members:** Board members are encouraged to recruit new volunteers to serve on committees, as well as help with succession planning for their board and/or committee role following his/her/their term.

### *Time Commitment*

Typical board service requires between 2-15 hours/work per month in addition to participation in board meetings, depending on the board/committee role. It is important that board members allocate time to fulfill their volunteer duties and provide accountability to other board members/committee members. If a board member is unable to fulfill their board commitments due to professional or personal reasons, it is their duty to inform the Board President so that accommodations can be determined.

### *Process for Recruitment and Electing New Board Members*

Candidates for Board positions are sought throughout the year; with a focus on diversity and inclusion and recruiting those in our profession who are thought leaders and innovators in our field. Ideally, board candidates will have served on an Advancement Northwest committee for at least one year prior to their nomination to the Board. Individuals interested in Board service may apply via the application on the AFP Advancement Northwest website (<https://afpadvancementnw.org/board-nominations-form-2021/>).

Additionally, new leadership is often identified through the work of the various committees. Committee chairs are encouraged to inform the Committee on Directorship when they have identified a potential board candidate. Likewise, Chairs shall encourage the volunteers to apply for board service. Information from applicants', including those renewing Board members, is collected by the Committee on Directorship in the Fall. The Committee on Directorship reviews the pools of applicants and conducts interviews, as necessary, before presenting a slate of candidates to the Board in November. In December, the membership votes on the final slate at the Annual Meeting and Member Social. New board members receive a board orientation and begin their terms in January.

***For questions, please feel free to reach out to Daniel Webb, President-elect, at [danielcwebb1@gmail.com](mailto:danielcwebb1@gmail.com).***