



California Capital Chapter Committee Descriptions

Below are the operating committees for the California Capital Chapter of the Association of Fundraising Professionals (AFP).

Nominating

- Develop and implement plans to recruit volunteers and board members.
- Prepare a slate of nominees for all elected offices, ensuring diversity and qualifications.
- Ensure that all members are provided with a copy of the slate of officers, according to notification procedures required by the chapter bylaws.

Communications and Marketing

- Coordinate all messages directed to the public at large in an attempt to increase public awareness of AFP and bolster public trust.
- Coordinate preparation of all printed materials to ensure consistency in use of logo, chapter name, presentation of chapter mission and goals, etc.
- Prepare regular newsletter articles and other communications to chapter members and prospects.
- Maintain website and electronic communications.
- Facilitate government relations activities, including:
 - Coordinate local government relations programs with legislative and executive officials and staff.
 - Encourage member involvement in government relations at the local, state, and federal levels.
 - Develop initiatives that educate officials on the role and importance of the nonprofit sector.

Membership

- Prepare and execute membership recruitment and retention plans.
- Provide reports to the board with member contacts to be made.
- Develop a program to welcome new members and encourage their participation in chapter activities.
- Conduct regular new member orientation events to engage new members.
- Educate chapter members about the activities of the AFP Foundation for Philanthropy

National Philanthropy Day ®

- Increase public awareness of and participation in National Philanthropy Day ® (NPD) on November 15th.
- Develop and execute a plan to promote and market the NPD event within the community.
- Oversee implementation of annual AFP Philanthropy Awards program as part of National Philanthropy Day ® celebration, honoring philanthropists, volunteers, etc.



- Submit at least one local nominee for national consideration to meet 10 Star chapter requirement.

Professional Development

- Develop programs that respond to the educational needs of chapter members and others in the community
- Prepare and execute a plan for regular chapter programs
- Educate chapter members on certification and identify members who qualify for the certification process
- Manage the Essentials program and webinars.
- Establish a consistent, suitable location for monthly meetings and other workshops/programs and maintain a good working relationship with hotel/catering staff.
- Support the Chapter Administrator's work to accept reservations; contact the catering manager with menu and number of attendees; create, update and maintain name tags for members and guests.
- Make recommendations to the Board of Directors for improving the committee's activities and attendees' enjoyment of programs.
- **Mentoring**
 - Develop and maintain a program to match fundraisers who want support with those who can help.
 - Review program to ensure that needs are being met and resources are well used.
- Develop programs that respond to member needs and encourage the involvement of members in promoting **diversity** within their own organizations within the chapter and their own organizations.
- Work with other committees within the chapter to help identify areas to promote diversity and inclusiveness.
- Educate members and the general public about **ethical decision making**.
- Promote the Code of Ethical Principles and Standards of Professional Practice.
- Work with Professional Development Committee to ensure ethical decision making is incorporated into chapter programs and workshops.

Resource Development

- Oversee overall financial health of the chapter.
- Develop strategy for securing financial and in-kind support for chapter and related activities.
- Research and solicit prospects for chapter, monthly luncheon, National Philanthropy Day, and other event sponsorships.
- Conduct the chapter's **Every Member Campaign**
 - Ensure IHQ records accurately reflect giving by chapter members
 - Provide recognition to chapter donors