



Chicago Chapter

May 1, 2015

Dear AFP Colleague,

The AFP Chicago Committee on Directorship invites nominations for the Board of Directors with terms beginning January 1, 2016. Please review the attached document which describes Board member selection criteria and responsibilities, and give thought to nominating an outstanding individual for Board service.

Directors are elected to one-year terms and may serve a maximum of eight consecutive terms. Current Directors who want to be considered for re-election to an additional one-year term must nominate themselves by submitting a completed Call for Nominations form (see attached).

Because AFP Chicago is strongly committed to diversity, we encourage you to think about nominees who represent diversity in their cultures and lifestyles and/or who are employed in all types and sizes of organizations, as well as those that serve a cross-section of Chicago's diverse communities.

Finally, we encourage you to evaluate your personal competencies and interests and nominate yourself if you are so interested. Before nominating someone other than yourself, we ask that you seek that person's agreement to be nominated and ask him/her to provide a comprehensive written summary of prior service to AFP Chicago.

The Committee on Directorship will review all nominations in accordance with the criteria that have been established for Board service (see attached), and a slate of nominees will be presented to chapter members for election in December.

Strong leadership is a hallmark of the AFP Chicago and we seek highly qualified and highly committed members for service on the Board of Directors. We appreciate your participation in identifying outstanding professionals for this rewarding volunteer experience. If you have any questions, please feel free to contact either of us.

Send complete nomination materials to the AFP Chicago office as soon as possible and no later than July 10, 2015.

Sincerely,

Randy Varju, FAHP, CFRE
Chair, Committee on Directorship
630/929-6910

Pamela V. Williams, CAE
Executive Director
630/599-7123



Call for Nominations for 2016 Board of Directors

1717 N. Naper Blvd. • Suite 102 • Naperville, IL 60563
(630) 416-1166 • Fax: (630) 416-9798 • www.afpchicago.org

Association of Fundraising Professionals Chicago Chapter

I nominate the following candidate for the AFP Chicago Board. *(If you are nominating someone other than yourself, we ask you to contact that individual prior to submitting this form to secure that person's agreement to be nominated. A professional resume must be submitted with this form.)*

Nominee's Name:

Title:

Institution:

Address:

City/State/Zip:

Phone/Fax/Email:

Age Range (optional - check one):

- Under 35 35 – 49 50 – 64 65+

Ethnicity/Diversity (optional – please check all that apply)

- African American Caucasian Alaskan Native Native American Asian
 Pacific Islander Hispanic/Latino Middle Eastern Disabled GLBTQ
 Other

Employed in Nonprofit Segment (check one):

- Healthcare Religion/Faith-based Education Arts, Culture, Humanities
 Human Services Public/Society Benefit Conservation/Natural Resources
 International Consultant Retired Not Currently Employed
 Other

Geographic Influence (please check all that apply):

- Chicago North Suburbs West Suburbs South Suburbs
 NW Indiana National International Other _____

Organization's Budget in 2013:

Years in Development:

How many years has nominee been an AFP member?

How many years has nominee been an AFP Chicago member?

Has the nominee achieved CFRE certification? Yes No ACFRE? Yes No

Other relevant certifications (CAE, FAHP, etc.)? Please list :



Chicago Chapter

List service to AFP Chicago/AFP, including dates of service:

What skills, knowledge and/or experience will the nominee bring to the AFP Chicago Board?

How well and in what capacity have you known this nominee? *Please skip if self-nominating.*

Nominated by:

Phone/Fax/Email:

Please attach a resume.

Contact Board Development Chair **Randy Varju** at 630/929-6910 or randy.varju@advocatehealth.com with questions.

*Please complete and return this form no later than **July 10, 2015** to Pamela V. Williams, CAE*

Phone: 630-599-7123 Fax: 630-995-7800 or pwilliams@afpchicago.org

Website www.afpchicago.org

RESPONSIBILITIES AND CRITERIA FOR AFP CHICAGO CHAPTER BOARD MEMBERS

Responsibilities

Members of the Board of Directors of the Chicago Chapter of AFP make the policies for the Chapter and monitor the execution of those policies. The Board determines its present and future direction including: general and specific policies, long-range planning, management and augmentation of finances, personnel policy, and working relationship with the staff.

In addition, individual board members are asked:

- A. To attend all required board and/or committee meetings appropriate to this position.
- B. To serve as a chair of one board committee and/or actively participate on a committee or special project or the equivalent as assigned by the President or appropriate Senior Vice President.
- C. To be prepared for meetings and to lead/participate in discussions thoughtfully and responsibly.
- C. To complete and submit on a timely basis all chapter reports appropriate to this position.
- D. To support the majority decision on issues decided by the Board of Directors.
- E. To sign the *Conflict of Interest Statement* and uphold its beliefs and values.
- F. To know and promote understanding of the mission, vision, case and key messages of the Chapter.
- G. To act responsibly in establishing Chapter policies.
- H. To participate in the annual evaluation of the Board of Directors and the ongoing board development process, including nominations of board leadership and committee chairs as appropriate.
- I. To maintain the Chapter on a sound financial basis and to exercise a strong sense of fiduciary responsibility on behalf of the Chapter.
- J. To lead/participate in annual planning, budgeting and leadership orientation activities.
- K. To support the efforts of the officers and chairs by actions such as:
 - thoughtfully reviewing committee recommendations and materials presented to the board;
 - encouraging fundraising professionals to join AFP;
 - registering whenever possible for Chapter programs and events;
 - encouraging member and nonmember participation in Chapter programs;
 - making Chapter program attendees feel welcome; and
 - making nominations for Chapter awards.
- M. To ensure that all activities are in adherence with the Chapter's bylaws, policies and procedures.
- N. To maintain active AFP membership.
- O. To annually support the AFP Foundation for Philanthropy with a gift.
- P. To promote understanding of the significance of philanthropy.
- Q. To be proud of this profession – a Board member's personal presentation should always be *professional*.



Chicago Chapter

Directors and officers of the Chapter shall exhibit the highest standards of the fundraising profession in their employment, in their participation in the chapter, and in their adherence to the codes of ethical and professional practice. The CFRE credential and similar professional certifications are recognized measures of such standards, and chapter officers and directors are encouraged to hold such credentials at the time they hold office in the Chicago Chapter.

Criteria

Individuals who demonstrate ability and commitment to AFP are logical candidates for membership on the Board of Directors. Board Members should be selected with specific criteria in mind, among which the following should be considered minimum prerequisites. They must:

- A. be a Chicago Chapter member for at least two (2) years; and
- B. have actively participated on at least two (2) committees or the equivalent (i.e. committee service in another AFP chapter).

In addition:

- C. Without quotas, candidates should be selected with concern for balance which reflects the Chapter itself in the following areas:
 - 1. development experience
 - 2. geographical distribution (e.g. city, suburban)
 - 3. gender
 - 4. diversity
 - 5. organizational representation/industry sector (e.g. arts, social services, education, etc.)

Board Member Financial Expectations

Required

AFP/AFP Chicago Membership Dues

Be the Cause (formerly Every Member Campaign) Donation to the AFP Foundation for Philanthropy

Additional Financial Expectations

Philanthropy Awards Luncheon Ticket

Midwest Conference on Philanthropy Registration

Education Program Registration (minimum 50%)

Member Recognition Luncheon Ticket

These financial expectations are designed to promote full engagement by board members in the core activities of the Chicago Chapter. Active participation at this level is critical in order to be well-informed and effective in decision making and strategy development related to the activities of the Chapter.

Board members are expected to act as ambassadors to persuade colleagues in the fundraising field and others to join the AFP Chicago Chapter, and to participate in Chapter programs and events.