

Officer and Committee Member Job Descriptions

PRESIDENT

BASIC PURPOSE

The President is the formal representative and spokesperson for VAFRE.

ESSENTIAL JOB RESPONSIBILITIES

- Plans agenda and leads monthly board meetings, (1) annual membership meetings and attends new member functions and all other VAFRE-sponsored events.
- Convenes Officers of the Board as needed to make decisions when full board meetings are not appropriate or possible.
- Consults with and oversees committee heads, specifically:
 - Governance Committee
 - Member Services Committee
 - Communications Committee
 - Program Committee
 - Additional ad hoc task force(s) as needed
- Responsible for legal compliance (notification of actions needed and coordination completed by Administrator) specifically:
 - SCC compliance
 - Bi-annual audit
- Responsible for the training and leadership development of the Board of Directors, including but not limited to an annual Board Retreat
- Supervises VAFRE Administrator.
- Serves on the Nina Abady and Rising Star Awards Committee
- Serves as the organization's liaison with other philanthropy professional associations.
- Provides necessary guidance and support to administrative staff and all board members.

Print Name

Signature

Date

Approved November 3, 2009

PAST PRESIDENT

BASIC PURPOSE

The primary function of the Past President is to serve as an advisor to the President and Board in relation to most VAFRE functions, policies, and procedures. The historical context that he or she provides is an invaluable one in setting the course and direction of the board as dictated by the President.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ The Past President will serve on the Governance Committee, which is chaired by the Vice President and oversees Board Recruitment, Board Assessment, organizational by-laws and procedures, strategic planning, and awards. As a member of that committee, the Past President will:
 - Lead the officer and board nominating process for VAFRE's upcoming year. Creates and chairs an ad hoc subcommittee to identify candidates, review and interview them, confirm their interest and commitment, and officially nominate them for approval by the board and then the full VAFRE membership. Board should be recruited and approved by membership at the June meeting.
 - Coordinate an annual Board Member Evaluation. (Each spring, the Past President along with the Vice President, will provide an evaluation form for each board member. The evaluation forms are for assessment purposes only and are used only to strengthen the activities and eliminate duplications or wasteful processes of the board.)
- ➔ Serves on the VAFRE Awards Committee (a non-board committee chaired by immediate past recipient of the Nina Abady Award). The Past President serves on this committee along with the Vice President and President as well as other members-at-large recruited by the committee chair. The committee receives, reviews and selects recipients of the Nina Abady Award and the Rising Star Award.

Print Name

Signature

Date

Approved November 3, 2009

VICE PRESIDENT

BASIC PURPOSE

The Vice President serves as the Chair of the VAFRE Governance Committee. In the absence of the President, the VP also represents the organization at all VAFRE-sponsored events and meetings.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings, new member functions and all other VAFRE-sponsored events.

- ➔ Chairs the VAFRE Governance Committee.
 - Assists and coordinates the Nina Abady and Rising Star award selection process working with Past President and members of the Awards Committee.
 - Ensures Articles of Incorporation and By-Laws are up-to-date and accurately reflect the current status of VAFRE.
 - Ensures the presentation of a code of ethical conduct and conflict of interest statement to the Board of Directors, and collects signed statements from each Director.
 - Assists the President in planning and implementing the annual VAFRE Board Retreat and training for incoming Board Members
 - Assists in defining recruitment process and recruiting new members of the Board of Directors with Past President and President
 - Works with the President on creating and maintaining partnerships in the community that allow VAFRE to fulfill its mission
 - Works with Past President on Board Evaluation survey
 - Makes regular reports to the Board of Directors.

Print Name

Signature

Date

Approved November 3, 2009

SECRETARY/TREASURER

BASIC PURPOSE

The Secretary/Treasurer is the formal recording agent for VAFRE, working with the VAFRE Administrator to produce and maintain minutes of the Board of Directors meetings and any official business of membership. The Secretary/Treasurer works closely with the President acting as Chief of Staff to help monitor Board progress on action items, as well as to set and publish the Board's monthly agenda. The Secretary/Treasurer is responsible for the organization's financial management, ensuring that financial practices are fiscally and ethically sound and consistent with good stewardship of the organization's resources.

ESSENTIAL JOB RESPONSIBILITIES

- Attends monthly board meetings, monthly membership meetings, new member functions, and other VAFRE-sponsored events.
- In the absence of the VAFRE administrator, records the proceedings of all regular and called meetings of the Association and the Board. Submits draft to the President and then to the full board for review/editing. Submit final draft to the VAFRE administrator to distribute to the full board as a part of the monthly consent agenda packet. (Via Electronic Mail)
- Serves on the Governance Committee.
- Serves at any specially-called meetings of the Officers of the Board.
- Leads the creation of an annual operating budget for the upcoming fiscal year, involving the current and upcoming officers of the organization and the VAFRE Administrator, to be presented to the Board of for its approval at the last meeting of the fiscal year.
- Oversees the financial welfare of the organization to include:
 - Reviewing the process for collecting monies for membership, luncheons, workshops, speaker programs, award programs and special events. Ensures that these monies are properly deposited and accounted.
 - Reviews periodically the organizations investments and makes timely recommendations concerning the responsible management of such investments
 - Oversees the payment of accounts and authorizes all expenditures.
 - Recommends to the Board, towards the end of the fiscal year, that an independent review or audit be conducted on the organization's accounts and financial records after June 20. An Independent Audit Committee may be appointed for this purpose, though professional audits should be used at least once every five years. The Treasurer makes available all records and cooperates fully with this review/audit.

- Communicates on a regular basis with VAFRE's Administrator about the financials.
- Reports to the Board on a regular basis the income and expenses of the organization in enough detail to allow the Board to satisfy its fiduciary responsibility.

Print Name

Signature

Date

Approved November 3, 2009

COMMUNICATIONS CHAIR

BASIC PURPOSE

The Communications Chair is responsible for increasing the community's awareness of VAFRE and promoting VAFRE's events, through the use of print, broadcast and electronic media.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings, new member functions and all other VAFRE-sponsored events.
- ➔ Publicizes meetings and events by preparing, editing and distributing releases to the media.
 - Chronicles and publicizes all meetings, special programs and awards by taking photos/preparing press releases on award winners, new officers, special events, etc.
 - Determines the best representative from the organization for public speaking events.
- ➔ Documents VAFRE's organizational history and achievements by taking and processing photos and cataloging them for historical files.
- ➔ Serves as Chair of the Communications Committee
 - Helps coordinates activities of members of Communications Committee
 - Responsible for reviewing and updating, when necessary, all printed material for VAFRE. He/she must coordinate all revisions with the President and Vice President.
 - Regularly reports to the Board of Directors all public relation and marketing activities.
- ➔ Coordinates with program committee to ensure adequate lead time on program information is available to work with the media and promote programs for the upcoming year.
- ➔ Updates and presents Marketing Plan that aligns with the Strategic Plan and the goals of the Communications Committee.

Print Name

Signature

Date

Approved November 3, 2009

MEMBERSHIP COMMITTEE CHAIR

BASIC PURPOSE

The primary function of the Chair is the recruitment and retention of VAFRE members. The Membership Chair oversees all aspects of planning, organizing, and executing the activities of the Membership Committee.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings, conducts monthly Membership committee meetings and other VAFRE-sponsored events.
- ➔ Serves as a member of the Membership Committee.
- ➔ Oversees planning, organizing, and executing the following:
 - New member orientation
 - Updating/Revision of Member Handbook
 - Non-program membership socials
 - Scholarship Program
 - Surveys
 - Registration Volunteers
 - Table Hosts
 - Sponsor Displays
- ➔ Maintains records of monthly Membership committee meetings and files a report with the VAFRE Administrator one week prior to monthly board meetings.
- ➔ Maintains communications with Public Relations Committee, including attending their committee meetings as available.
- ➔ Provides an annual report of committee activity at the end of each fiscal year.

Print Name

Signature

Date

Approved March 2, 2010.

MEMBERSHIP COMMITTEE VICE-CHAIR

BASIC PURPOSE

The primary function of the Membership Vice-chair is the planning and execution of new member orientation and non-program member socials. The Membership Vice-Chair also assists the chair with the oversight of planning, organizing, and executing the activities of the Membership Committee.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings, conducts monthly Membership committee meetings and other VAFRE-sponsored events.
- ➔ Serves as a member of the Membership Committee.
- ➔ Chairs meetings of the Membership Committee or provides monthly activity report to board in the absence of the committee Chair.
- ➔ Assist Chair with oversight of planning, organizing, and executing the following:
 - New member orientation
 - Updating/Revision of Member Handbook
 - Non-program membership socials
 - Scholarship Program
 - Surveys
 - Registration Volunteers
 - Table Hosts
 - Sponsor Displays

Print Name

Signature

Date

Approved November 3, 2009

MEMBERSHIP COMMITTEE – REGISTRATION & TABLE HOST COORDINATOR

BASIC PURPOSE

The Membership Registration & Table Host Coordinator is responsible for the recruitment of volunteers to supply registration needs for monthly membership meetings and other VAFRE-sponsored events. Leads and oversees planning, organizing, and executing affinity tables, decorations and sponsor displays at monthly membership meetings.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings, monthly Membership committee meetings and other VAFRE-sponsored events.
- ➔ Serves as a member of the Membership Committee.
- ➔ Leads and oversees planning, organizing, and executing the following:
 - Registration Volunteers
 - Confirms number of registration volunteers needed for each monthly membership meeting with the VAFRE administrator
 - Recruits volunteers from general membership
 - Table Hosts
 - Identify and recruit table hosts, identify and communicate topics as applicable, and relay them to VAFRE administrator for inclusion of program topic marketing
 - Make and install signage to identify Affinity Table topics and hosts
 - Sponsor Displays
 - Coordinate with luncheon sponsor on set-up of sponsor display
 - Place sponsor materials on luncheon tables if applicable
- ➔ Maintains history of registration volunteers, affinity tables, and sponsors and compiles data into an annual report at year's end. Relays final report to VAFRE Administrator for archives and to incoming Program Chair.

Print Name

Signature

Date

Approved November 3, 2009

MEMBERSHIP COMMITTEE – SURVEY COORDINATOR

BASIC PURPOSE

The Membership Survey Coordinator conducts periodic surveys, focus groups and other tests to maintain an accurate picture of VAFRE's membership.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings, monthly Membership meetings, new member functions, and all other VAFRE-sponsored events.
- ➔ Conducts one full annual membership survey. Includes evaluating past year survey and survey data, making revisions, executing survey and compiling data for use in planning.
- ➔ Conducts other period surveys that may be beneficial to membership and to the Board of Directors.
- ➔ Assists the VAFRE Administrator in maintaining the on-line “Knowledge Network” that provides VAFRE members an electronic database of members’ areas of expertise.
- ➔ Serves as a member of the Membership Committee.

Print Name

Signature

Date

Approved November 3, 2009

MEMBERSHIP COMMITTEE – SCHOLARSHIP COORDINATOR

BASIC PURPOSE

The Membership Scholarship Coordinator oversees all aspects of VAFRE's scholarship program.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings, monthly Membership meetings, new member functions, and all other VAFRE-sponsored events.
- ➔ Serves as a member of the Membership Committee.
- ➔ Convenes annual Scholarship Taskforce to review all scholarship policies and procedures for efficiency and the relevance of eligibility criteria.
- ➔ Conducts annual review of scholarship awards to assure that all scholarships are mission driven.
- ➔ Assists the VAFRE Administrator in all scholarship follow-up.
- ➔ Compiles and annual report of scholarships awarded and presents this to the VAFRE board.

Print Name

Signature

Date

Approved November 3, 2009

PROGRAM CHAIR

BASIC PURPOSE

The Program Chair leads and oversees planning, organizing, and executing all VAFRE programs.

ESSENTIAL JOB RESPONSIBILITIES

- Attends monthly Board meetings, monthly membership meetings and other VAFRE-sponsored events. Makes regular program update reports to the President and full Board of Directors.

- Recruits and leads a diverse Program Committee charged with all programming to include:
 - Monthly membership luncheons. The committee makes all arrangements concerning speakers, including:
 - Identification and recruitment of speaker. Convey to speaker that it is inappropriate to sell commercial services during the program.
 - Timely communication of speaker information, including contact information and bio, to VAFRE Administrator, who will send confirmation letter to speaker and distribute program information to members
 - Work with VAFRE Administrator to confirm speaker needs (projector, screen, etc.)
 - Greet and introduce speaker to VAFRE president
 - Arrange or handle the introduction of the speaker
 - Present speaker gift and send thank-you letter to the speaker
 - Obtain CFRE continuing education certification for programs as appropriate

 - Training opportunities in addition to the regular programming.
 - Plan and implement workshops or seminar opportunities. In addition to content, the Program Committee coordinates promotion, registration and logistics for these training events.

- Maintains history of speakers and programming and compiles data into an annual report at year's end. Relays final report to VAFRE Administrator for archives and to incoming Program Chair. Directs each committee member to compile data to be passed on to their successor each year.
- Trains incoming Program Chair.
- Maintains communications with Public Relations Committee, including attending their committee meetings as available.
- Completes other duties as assigned by the President of VAFRE and/or the Member Services or Public Relations Committees.

Print Name

Approved March 2, 2010

Signature

Date

PROGRAM VICE-CHAIR(S)

BASIC PURPOSE

The Program Vice-Chair assists with planning, organizing, and executing all VAFRE programs. They also lead and oversee planning, organizing, and executing the summer Brown Bag Series.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings and other VAFRE-sponsored events.
- ➔ Assists the Program Committee charged with all programming to include:
 - Monthly membership luncheons. The committee makes all arrangements concerning speakers
 - Leads and oversees the Brown Bag Programs Committee to make all arrangements concerning speakers, including:
 - Identification and recruitment of speaker. Convey to speaker that it is inappropriate to sell commercial services during the program.
 - Timely communication of speaker information, including contact information and bio, to VAFRE Administrator, who will send confirmation letter to speaker and distribute program information to members
 - Work with VAFRE Administrator to confirm speaker needs (projector, screen, etc.)
 - Recruit volunteers to assist
 - Greet and introduce speaker to VAFRE President and Program Chair
 - Arrange or handle the introduction of the speaker
 - Present speaker gift and send thank-you letter to the speaker
 - Training opportunities in addition to the regular programming.
 - Secure Brown Bag program sites.
 - Coordinates content, promotion, registration, and logistics
 - Obtain CFRE continuing education certification for program as appropriate.
- ➔ Assists with maintaining history of speakers and programming.
- ➔ Trains incoming Program Vice-Chair
- ➔ In the absence of the Program Chair, the Vice-Chair assumes the following:
 - Makes program update reports to the President and full Board of Directors
 - Communicates programmatic initiatives with the Membership Committee and the Officers of the Board
 - Assumes the Program Chair role during Membership and Board Meetings

Print Name

Approved March 2, 2010

Signature

Date

BASIC PURPOSE

The Program Committee Special Events/Awards Program Coordinator leads and oversees planning, organizing, and executing the annual Nina Abady and Rising Star Awards Program and any other special event. They also assist in the planning, organizing, and executing all VAFRE programs.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings and other VAFRE-sponsored events.

- ➔ Assists the Program Committee charged with all programming to include:
 - Monthly membership luncheons. The committee makes all arrangements concerning speakers

 - Assists in recruiting and leading the Nina Abady and Rising Star Awards Program Committee to determine and fulfill all arrangements concerning speakers, including:
 - Identification and recruitment of speaker. Convey to speaker that it is inappropriate to sell commercial services during the program.
 - Timely communication of speaker information, including contact information and bio, to VAFRE Administrator, who will send confirmation letter to speaker and distribute program information to members
 - Work with VAFRE Administrator to confirm speaker needs (projector, screen, etc.)
 - Recruit volunteers to assist
 - Greet and introduce speaker to VAFRE President and Program Chair
 - Arrange or handle the introduction of the speaker
 - If speaker is from out of town, coordinate travel to and from meeting, airport, and hotel as needed. Arrange for dinner with VAFRE representatives if applicable.
 - Present speaker gift
 - Training opportunities in addition to the regular programming.
 - Identification of Special Event/Awards program site if necessary
 - Coordinate content, promotion, registration, and logistics
 - Obtain CFRE continuing education certification for program as appropriate

- ➔ Assists with maintaining history of speakers and programming.

- ➔ Trains incoming Special Events/Awards Program Coordinator.

Print Name

Approved March 2, 2010

Signature

Date

PROGRAM COMMITTEE – MINIMASTERS COORDINATOR

BASIC PURPOSE

The Program Committee MiniMasters Coordinator leads and oversees planning, organizing, and executing the MiniMasters program. They also assist in the planning, organizing, and executing all VAFRE programs.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings and other VAFRE-sponsored events.

- ➔ Assists the Program Committee charged with all programming to include:
 - Monthly membership luncheons. The committee makes all arrangements concerning speakers

 - Assists in recruiting and leading the MiniMasters Program Committee to determine and fulfill all arrangements concerning speakers, including:
 - Identification, recruitment and confirmation of speaker
 - Work with VAFRE Administrator to confirm speaker needs (projector, screen, etc.)
 - Timely communication of speaker information to the VAFRE Administrator for distribution to members (provide speaker bios, etc.)
 - Recruit volunteers to assist
 - Greet and introduce speaker to VAFRE President and Program Chair
 - Arrange or handle the introduction of the speaker
 - Present speaker gift and send thank-you letter to the speaker
 - Training opportunities in addition to the regular programming.
 - Identification of MiniMasters program site if necessary
 - Coordinates content, promotion, registration, and logistics
 - Obtain CFRE continuing education certification for program

- ➔ Assists with maintaining history of speakers and programming.

- ➔ Trains incoming MiniMasters Coordinator

Print Name

Signature

Date

Approved March 2, 2010

PROGRAM COMMITTEE NATIONAL SPEAKER COORDINATOR

BASIC PURPOSE

The Program Committee National Speaker Coordinator leads and oversees planning, organizing, and executing two programs featuring a national speaker. They also assist in the planning, organizing, and executing all VAFRE programs.

ESSENTIAL JOB RESPONSIBILITIES

- ➔ Attends monthly Board meetings, monthly membership meetings and other VAFRE-sponsored events.

- ➔ Assists the Program Committee charged with all programming to include:
 - Monthly membership luncheons. The committee makes all arrangements concerning speakers

 - Assists in recruiting and leading a National Speakers Committee to determine and fulfill all arrangements concerning speakers, including:
 - Identification, recruitment and confirmation of speaker
 - Work with VAFRE Administrator to confirm speaker needs (projector, screen, etc.)
 - Timely communication of speaker information to the VAFRE Administrator for distribution to members (provide speaker bios, etc.)
 - Coordinate speaker travel to and from meeting, airport, and hotel as necessary; arrange dinner with VAFRE representatives as appropriate.
 - Greet and introduce speaker to VAFRE President and Board
 - Arrange or handle the introduction of the speaker
 - Present speaker gift and send thank-you letter to the speaker
 - Training opportunities in addition to the regular programming.
 - Identification of program sites
 - Coordinates content, promotion, registration, logistics and honoraria
 - Obtain CFRE continuing education certification for program

- ➔ Assists with maintaining history of speakers and programming.

- ➔ Trains incoming National Speaker Coordinator.

Print Name

Signature

Date

Approved March 2, 2010

BOARD MEMBER-AT-LARGE

BASIC PURPOSE

Board Members-at-Large serve in their first year on the board of VAFRE without designation to a particular area of focus but support the broad work of the Board through active involvement in various committees and ad-hoc task forces. It is expected that they will agree to serve in a specific role on a standing committee by the second year of their first term, and continue in a specific role for their remaining board service.

ESSENTIAL JOB RESPONSIBILITIES

- Attends monthly Board meetings, monthly membership meetings, new member functions and all other VAFRE-sponsored events.

- Signs up for and completes other duties for one or more of the four standing committees:
 - Program Committee
 - Membership Committee
 - Communications Committee
 - Governance Committee

Print Name

Signature

Date

Approved November 3, 2009