

**Appendix H.  
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 the Executive Committee as needed to make decisions when full board meetings are not appropriate or possible.
- ➔ Consults with and oversees committee heads, specifically:
  - Awards Committee
  - Membership 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 as the organization’s liaison with other philanthropy professional associations.
- ➔ Provides necessary guidance and support to administrative staff and all board members.

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*Updated May 2013*

*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**

- ➔ 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 co-chaired by immediate past recipients of the Nina Abady and Rising Star Awards).
- ➔ Chairs the Sponsorship Committee, which is tasked with securing sponsors to support VAFRE programs and initiatives.

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*Updated May 2013*

*VICE PRESIDENT*

**BASIC PURPOSE**

In the absence of the President, the Vice President represents the organization at all VAFRE-sponsored events and meetings.

**ESSENTIAL JOB RESPONSIBILITIES**

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

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Date

*Updated May 2013*

## 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 regular 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 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.

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*Updated May 2013*

*AWARDS COMMITTEE*

**BASIC PURPOSE**

The Awards Committee plans, organizes, and executes the annual Nina Abady and Rising Star Awards Program and any other special event.

**ESSENTIAL JOB RESPONSIBILITIES**

- ➔ Chair and Vice-Chair attend regular Board meetings, monthly membership meetings and other VAFRE-sponsored events.
  
- ➔ Develops the Nina Abady and Rising Star Awards Program, 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

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*Updated May 2013*

*COMMUNICATIONS COMMITTEE*

**BASIC PURPOSE**

The Communications Committee 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**

- ➔ Chair and Vice-Chair attend regular Board meetings, monthly membership meetings, new member functions and all other VAFRE-sponsored events.
  
- ➔ Committee 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.
  
- ➔ Committee documents VAFRE’s organizational history and achievements by taking and processing photos and cataloging them for historical files.
  
- ➔ Committee is responsible for reviewing and updating, when necessary, all printed material for VAFRE.
  
- ➔ Committee 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.
  
- ➔ Committee updates and presents Marketing Plan that aligns with the Strategic Plan and the goals of the Communications Committee.
  
- ➔ Provides an annual report of committee activity at the end of each fiscal year.

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*Updated May 2013*

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MEMBERSHIP COMMITTEE

**BASIC PURPOSE**

The primary function of the Membership Committee is the recruitment and retention of VAFRE members.

**ESSENTIAL JOB RESPONSIBILITIES**

- ➔ Chair and Vice-Chair attend regular Board meetings, monthly membership meetings, conducts monthly Membership committee meetings and other VAFRE-sponsored events.
  
- ➔ Committee plans, organizes, and executes the following:
  - New member orientation
  - Updating/Revision of Member Handbook
  - Non-program membership socials
  - Scholarship Program
  - Surveys
  - Registration Volunteers
  - Table Hosts
  - Sponsor Displays
  
- ➔ Committee 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.

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*Updated May 2013.*

*PROGRAMS COMMITTEE*

**BASIC PURPOSE**

The Program Committee plans, organizes, and executes all VAFRE programs.

**ESSENTIAL JOB RESPONSIBILITIES**

- ➔ Chair and Vice-Chair attend regular Board meetings, monthly membership meetings and other VAFRE-sponsored events. Makes regular program update reports to the President and full Board of Directors.
- ➔ Committee is charged with developing all programming to include:
  - Monthly membership luncheons. The committee makes all arrangements concerning speakers (including those for National Speaker workshops), 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
    - Develops the Brown Bag Programs to make all arrangements concerning speakers and site.
  - 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.
- ➔ Committee 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
- ➔ Committee maintains communications with Communications Committee, including attending their committee meetings as available.
- ➔ Completes other duties as assigned by the President of VAFRE and/or the Membership or Communications Committees.

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*Updated May 2013*

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*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 regular 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 standing committees:
  - ➔ Programs Committee
  - ➔ Membership Committee
  - ➔ Communications Committee
  - ➔ Awards Committee

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*Updated May 2013*