



## Chicago Chapter

May 1, 2016

Dear AFP Colleague,

Strong leadership is a hallmark of AFP Chicago and **we seek highly motivated, caring and committed members for service on the Board of Directors.** The AFP Chicago Committee on Directorship invites the development community to submit nominations for the Board of Directors, with terms beginning January 1, 2017.

### ***What are the responsibilities for serving on the Board of Directors?***

Board members determine AFP Chicago's present and future direction and represent the development profession in the greater Chicagoland philanthropy community. They are elected to one-year terms and may serve a maximum of eight consecutive terms. In addition, members of the board commit to:

- fully participate in six board meetings and one board orientation annually (meetings are held during business hours in downtown Chicago);
- support chapter educational and membership programming throughout the year; and
- provide strategic direction and leadership for the chapter and its good work.

### ***Who are we looking for?***

AFP Chicago is strongly committed to reflecting the diversity that makes up our greater Chicagoland community. Nominees are encouraged who:

- represent diversity in their cultures, age, race, ethnicities, gender and lifestyles,
- are employed in all types and sizes of nonprofit and consulting/support organizations,
- serve a cross-section of Chicago's diverse communities, and
- have strong personal service and leadership competencies, interests and experiences.

Please reference the additional responsibilities and selection criteria included in this packet.

### ***Applications are due July 8, 2016!***

**Send complete nomination materials to the AFP Chicago office as soon as possible and no later than July 8, 2016.** The Committee on Directorship will review all nominations and a slate of nominees will be presented to chapter members for election in December, 2016. Additionally:

- Before nominating someone other than yourself, we ask that you seek that person's agreement to be nominated and ask him/her to provide service and leadership information to support the nomination.
- Current Directors who want to be considered for re-election to an additional one-year term must nominate themselves by submitting a completed application form.

The full list of responsibilities and selection criteria are included in this packet and available at [www.afpchicago.org](http://www.afpchicago.org). If you have any questions, please feel free to contact either of us.

Sincerely,

A handwritten signature in cursive script that reads "Jacquelyn M. Bonavia".

Jacquelyn M. Bonavia, CFRE  
Chair, Committee on Directorship  
312/413-2305

A handwritten signature in cursive script that reads "Pamela V. Williams".

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



## Call for Nominations for 2017 Board of Directors 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 ensure that they meet the minimum criteria for board membership and 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    ☐ In Transition  
☐ Other \_\_\_\_\_

Geographic Influence (please check all that apply):

☐ Chicago    ☐ North Suburbs    ☐ West Suburbs    ☐ South Suburbs  
☐ NW Indiana    ☐ National    ☐ International    ☐ Other \_\_\_\_\_

Organization's Budget in 2015:

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, CNP, 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 **Jackie Bonavia** at 312/413-2305 or [jbnavia@uic.edu](mailto:jbnavia@uic.edu) with questions.

*Please complete and return this form no later than **July 8, 2016** to Pamela V. Williams, CAE*

Phone: 630-599-7123 Fax: 630-995-7800 or [pwilliams@afpchicago.org](mailto:pwilliams@afpchicago.org)

Website [www.afpchicago.org](http://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 committee(s) or bring comparable experience from another organization or chapter.

In addition:

C. Without quotas, candidates will be selected with consideration for balance which reflects the development community in metropolitan Chicago including, but not limited to:

1. development experience;
2. geographical distribution (e.g. city, suburban);
3. gender;
4. diversity; and
5. organizational representation/industry sector (e.g. arts, social services, education, etc.)

### Board Member Financial Expectations

#### Required

AFP/AFP Chicago Membership Dues

A gift, of any size, to the AFP Foundation for Philanthropy's Be the Cause campaign.

#### Additional Financial Expectations

Philanthropy Awards Luncheon Ticket

Education Programs Registration (minimum 50%)

Ticket to Annual Member Meeting/Breakfast Program

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.