



Chicago Chapter

May 1, 2013

Dear AFP Colleague,

The Board Development Committee of AFP – Chicago Chapter invites nominations for the Board of Directors with terms beginning January 1, 2014. Please take a few minutes to 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 lifetime maximum of eight 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 the Chapter is strongly committed to diversity, we especially encourage you to think about Board 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 her/his prior service to AFP Chicago.

The Board Development Committee 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 Chapter 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 8, 2013.**

Sincerely,

A handwritten signature in black ink, appearing to read "John D. Schmitt".

*John D. Schmitt, CFRE*  
Chair, 2013 Board Development Committee  
773/857-0573

A handwritten signature in black ink, appearing to read "Pamela V. Williams".

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



## Call for Nominations for 2014 Board of Directors Association of Fundraising Professionals Chicago Chapter

**I nominate the following candidate for the AFP Chicago Chapter 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 2012:

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 :

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

What skills, knowledge and/or experience will the nominee bring to the Chicago Chapter 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 **John Schmitt** at 773/857-0573 or [johnschmittcfre@aol.com](mailto:johnschmittcfre@aol.com) with questions.  
Please complete and **return this form no later than July 8, 2013** 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 as a member of two committees and/or special projects 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*.

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  
Every Member Campaign Donation

### Additional Financial Expectations

Philanthropy Awards Luncheon Ticket  
Midwest Conference on Philanthropy Registration  
Noon Education Program Registration (minimum 50%)  
Member Appreciation 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.