



June 18, 2018

Dear Friends and Colleagues:

Strong leadership is a hallmark of AFP Chicago. We seek highly-motivated and committed members for service on AFP Chicago's Board of Directors. The AFP Chicago Committee on Directorship invites the development community to submit nominations for the Board of Directors for service beginning on January 1, 2019.

Who are we looking for?

AFP Chicago seeks directors who are committed to the non-profit sector and to advancing philanthropy in the organizations and communities they represent. Directors are committed to ethical practice, donor rights, and other tenets of AFP International. AFP Chicago is strongly committed to embracing the diversity that makes up our greater Chicagoland community. We seek nominees who:

- Have been active AFP members (Chicago or other chapters) during each of the past two years;
- Have strong leadership and service orientation, interests and experiences;
- Serve a cross-section of Chicago's diverse communities; and
- Represent diversity of professional focus, age, race/ethnicity, gender, sexual orientation and geography.

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

Board members 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:

- Provide strategic direction and leadership for the chapter;
- Support the chapter's revenue generation activities;
- Participate in six board meetings (meetings held during business hours in downtown Chicago); and
- Attend chapter education and membership programs throughout the year.

The deadline for submitting 2019 nominations materials is August 22, 2018. AFP Chicago's Committee on Directorship will review all nominations, and the chapter will present a final slate for election by AFP members in December 2018. In addition:

- Before nominating someone other than yourself, we ask that you seek that person's agreement to be nominated, and ask her/him to provide service and leadership information to support the nomination.
- Current Directors who wish 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 qualifications and expectations is on page 6 of this application. If you have any questions, please feel free to contact either of us. Thank you for your consideration of this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "John R. Huebler".

John R. Huebler, CFRE
Chair, Committee on Directorship
(312) 725-3243

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

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



**Association of Fundraising Professionals – Chicago Chapter
2019 Board of Directors Call for Nominations**

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:

Preferred Phone:

Preferred Email:

Section I: Nominator Information

Nominated by *(please skip if self-nominating):*

Nominator's phone and email *(please skip if self-nominating):*

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

Section II: Candidate's Professional Information

For how many years (professional) has the nominee been in the development profession?

For how many years has the nominee been an AFP member?

For how many years has the nominee been an AFP Chicago member?

What was the nominee's organizational budget in 2017?

Has the nominee achieved CFRE certification?

Yes No

Has the nominee achieved ACFRE certification?

Yes No

Please list other relevant certifications (e.g., CAE, CNP, FAHP) or experience:

Please list the nominee's service to AFP Chicago, other AFP chapters, and /AFP International, including dates of service:

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

For renewing officers and directors:

I am interested in being considered for an officer position, and would like to talk to a member of the Committee on Directorship.

Yes No

Section III: Candidate's Demographic Information

AFP Chicago is an equal opportunity organization that seeks to reflect the rich diversity of Chicago and its community of development and advancement professionals. The following information helps Chicago chapter leadership to ensure to the greatest extent possible equity, inclusion and diversity among its volunteer leadership. The information you provide below is optional and confidential.

Age: _____ / _____ / _____
 Month Day Year

Race/Ethnicity:

- African American/Black Alaskan Native Asian American Caucasian/White
 Hispanic/Latinx Middle Eastern Native American Pacific Islander
 South Asian American I prefer to self-describe: _____

Gender Expression:

- Female Male Non-Binary
 I prefer to self-describe: _____

Sexual Orientation:

- Heterosexual LGBTQ
 I prefer to self-describe: _____

Disability:

Do you identify as having a disability?

- Yes No I prefer not to disclose

Subsector Affiliation:

- Arts & Culture Education Environment & Animals Foundations
 Healthcare Human Services International Public/Society Benefit
 Religion/Faith-based Consultant Retired In Transition
 Other: _____

Organization/Program Geography:

- Chicago North Suburbs South Suburbs West Suburbs
 Northwest Indiana National International
 Other: _____

Please attach the nominee's resume.

Contact Board Development Chair John Huebler at (312) 725-3243 or jhuebler@iit.edu if you have questions. Please complete and return this form to Pamela Williams, CAE pwilliams@afpchicago.org no later than **August 22, 2018**.
Website www.afpchicago.org

AFP Chicago Board Membership Responsibilities and Eligibility Criteria

Members of the board of directors develop the policies for the Chicago chapter and monitor the execution of those policies. The board determines its present and future direction including long-range planning, fundraising, governance, financial management and personnel policy. In addition, AFP Chicago expects of all board members the following:

- To maintain active AFP membership, and demonstrate membership during each of the past (2) years (Chicago or other chapters);
- To promote the mission, vision and key messages of the Chapter;
- To ensure financial solvency and adhere to fiduciary responsibilities related to annual chapter activities;
- To attend all required board meetings;
- To serve as a chair of one board committee or participate on a committee or special project, as assigned by the President, President Elect, Immediate Past President or Chair of Directorship;
- To complete and submit on a timely basis all reports appropriate to board position;
- To sign the Conflict of Interest Statement and uphold its beliefs and values;
- To participate in the annual evaluation of the board of directors and ongoing board development process, including nominations of board leadership and committee chairs as appropriate;
- To lead/participate in annual planning, budgeting and leadership orientation activities;
- To support the efforts of the officers and chairs by actions such as 1) reviewing committee recommendations and materials presented to the board; 2) encouraging fundraising professionals to join AFP; and 3) encouraging member and nonmember participation in chapter programs;
- To ensure that all activities are in adherence with the Chapter's bylaws, policies and procedures;
- To annually support the AFP Foundation for Philanthropy with a gift;
- To support AFP Chicago's efforts to embrace and engage diverse individuals, groups and organizations within the fundraising profession;
- To serve as an ambassador of AFP Chicago, and to the extent possible, AFP broadly; and
- To promote understanding of the significance of philanthropy.

Directors and officers of the Chapter shall exhibit the highest ethical and professional standards of the fundraising profession in their employment and participation in the chapter. AFP Chicago recognizes the CFRE credential and similar professional certifications as such standards. The chapter encourages chapter officers and directors to hold such credentials as they hold office.

AFP Chicago believes that the most diverse board of directors is the strongest board of directors. The Chicago chapter recruits board members that reflect the broader Chicago community and the depth of viewpoints that it has to offer.

Board Member Financial Expectations

Required

- AFP/AFP Chicago membership dues (\$370 Professional; \$95 Young Professional)
- A gift, of any size, to the AFP Foundation for Philanthropy's Be the Cause campaign.

Additional Financial Expectations

- Chicago Philanthropy Awards Luncheon ticket (~\$100)
- Education programs registration (minimum 50%; \$30 per event)
- Development Day Chicago registration (~\$275)
- Ticket to annual member meeting/breakfast program (~\$50)