



NPD Event Day Chair

The purpose of the National Philanthropy Day committee is to plan and conduct the annual November activities to coordinate with the global observance of National Philanthropy Day. National Philanthropy Day is about recognizing the great contributions of philanthropy—and those people active in the philanthropic community—to the enrichment of our world. The NPD Event Day Chair is responsible for coordinating the Event Day Committee to ensure a smooth and well coordinated event from set up to clean up.

Roles and Responsibilities:

- As directed by Director, NPD and NPD Co-Chair, lead the NPD Event Day Committee to accomplish the following:
 - Seek out volunteers to join the NPD Event Day Committee
 - Coordinate the timeline and manage the activities needed to effectively deliver an outstanding event with efficient set up, well coordinated event day and tear down/clean up to close off the event
 - Create job descriptions and communicate with volunteers re: their role and timelines
 - Answer volunteer questions and coordinate volunteer schedules for setup, day of event, and tear down
 - Be available during set up, day of event and at tear down to greet and orient volunteers
 - Develop the event day script in coordination with the Director, NPD, NPD Co-Chair and the NPD Communications Coordinator
 - Act as the AV liaison during the run through
 - Ensure that all sponsorship benefits are met for event day in coordination with the NPD Sponsorship Chair
- Ensure that committee tasks are coordinated through project management software and that milestone deadlines are met
- Promotes the mission and vision of AFP Edmonton & Area Chapter
- Acts as a board liaison, and resource to fellow fundraising professionals
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term

Length of Term: 1 year terms with the maximum of eight terms total

Average Time Commitment per Month: 4-8 hours per month. The Event Day Committee is mostly active between August and November each year

- Committee Meetings: 1 hour monthly
- Portfolio Work Time: 3-7 hours monthly*
- Total monthly commitment: 4-8 hours per month

**It is important to note that work within Working Groups will fluctuate throughout the year. The estimates above reflect the average amount of time projected.*