



## **NPD Nominations 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 Nominations Chair is responsible for coordinating the NPD Nominations Committee to encourage NPD nominations and facilitate the process.

### **Roles and Responsibilities:**

- As directed by Director, NPD and NPD Co-Chair, lead the NPD Nominations Committee to accomplish the following:
  - Seek out volunteers to join the NPD Nominations Committee
  - Evaluate whether changes to the NPD Nominations categories and descriptions should change or be updated
  - Lead the development of the nomination package and work with the Communications Committee and the NPD Communications Coordinator to ensure distribution to the community
  - Leads outreach to non profits to encourage nominations
  - Act as the main point of contact with potential nominators on questions
  - As each nomination is received, double check that the nomination was submitted in the right category. If incorrect, follow up directly with nominators to discuss
  - As nominations are received, follow up on name pronunciations, photos and videos needed from nominations
- 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 Nominations Committee is mostly active between February and July of 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.*