



NPD Storytelling 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 Storytelling Chair is responsible for coordinating the Storytelling Committee to edit the stories provided with the NPD nominations and to facilitate the process

Roles and Responsibilities:

- As directed by Director, NPD and NPD Co-Chair, lead the NPD Storytelling Committee to accomplish the following:
 - Seek out volunteers to join the NPD Storytelling Committee
 - Monitor and lead the process of editing the stories including dividing and delegating the stories to be edited amongst the committee members
 - As edited stories are received back from the Storytelling Committee, double check that stories meet the writing guidelines and that the flow is consistent amongst the stories
 - As requests for edits to stories are received from nominators, coordinate and ensure that the master document is updated and current
 - As needed, work with Program & Design Chair and NPD Communications Coordinator to support the distribution of the stories through the event program and other communications platforms
- 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 Storytelling Committee is mostly active between May and October 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.*