



National Philanthropy Day Committee

NPD celebrates an Outstanding Fundraiser and an Outstanding Philanthropist in our region. The event is also the chapter's main fundraiser to support membership and continuing education scholarships for fundraising professionals.

Seeking 2 co-chairs with event planning and sponsorship experience, and **5 additional volunteers** to plan and implement the National Philanthropy Day Celebration (NPD) in November.

Time commitment: Meets monthly starting in April or May. Tasks will take variable time outside of the monthly brainstorming and check-in meetings.

Tasks include:

- **Venue/Logistics/Program** - secure location, food, a/v, drink tickets, nametags, keynote speaker, decor
- **Sponsorships** - secure sponsorships
- **Nominations/Selection/Awards** - create timeline, coordinate promotion of the nomination process, collate nominations, send to board for review, secure gifts for the honorees
- **Promotion** - create event in Constant Contact, promote sign ups via social media, radio, press release, eNews and other channels, collect logos and shout outs to create slideshow, create sponsor recognition fliers for tables at event

Statewide Conference Planning Committee 2024-2025

The North Carolina Statewide AFP conference is a 1-day conference that has traditionally been held in Charlotte or the Triad area. The Cape Fear Chapter was invited to become a partner and **host(!)** the 2025 Statewide Conference in Wilmington. Our board enthusiastically supports this endeavor, but it will take concerted, committed effort from chapter volunteers to pull it off successfully.

Seeking 5-10 volunteers to serve on the 2024 Conference Planning committee, chaired by Triad Chapter. This will serve two purposes: 1) Our chapter becoming a partner in the conference, and 2) we will “learn the ropes” so we are prepared to **lead** the 2025 Planning Committee. Volunteers will serve on a sub-committee.

In 2025, **Cape Fear Region members would chair the sub-committees**, which would be staffed by volunteers statewide. ***Ideally, volunteers will commit to the full 2-year cycle: learn in 2024, lead in 2025.***

Time commitment: Awaiting further information

Committees:

- **Marketing/Promotion** – promote conference through various channels, create conference signage and website, as well as registration platform
- **Programs and Speakers** – Book keynote speakers, create and send RFP for desired course topics, select speakers, create conference schedules
- **Sponsorships** – secure sponsorships and exhibitors
- **Logistics** – book venue, coordinate a/v and session volunteers, catering,
- **Pre-conference** – plan and implement the CFRE training session the 2 days leading up to the event
- **Reception** – plan the reception the evening before the conference. Book venue, catering, registrations, drink tickets.

Membership Committee

Our chapter is strong, but to keep up this momentum, we need to engage our members more intentionally and actively recruit new members to ensure a welcoming experience and strong member engagement/retention.

Seeking 5 volunteers to work with the membership chair to plan and implement engagement activities.

Time commitment: monthly(?) planning meetings plus activities and pop-ups.

Tasks - including but not limited to:

- Greeter at every monthly meeting – check off list and get names, emails, and payment of walk-ins
- Plan quarterly socials (“pop-ups”)
- Promote the chapter and actively recruit new members
- Download membership rosters and reports from AFP Global each month
 - Call lapsed members to ask to renew
 - Personal outreach to welcome new members (call, coffee, etc)
- Plan and implement new ways to reach out to new members – work with communications committee
- Invite members to volunteer on a committee
- Administer scholarship program(s), including application process, selection, and mentorship (with support from the board)

Program Committee

The program committee brainstorms topic ideas, invites/coordinates speakers and panels, plans the special program, and communicates information to communication chair for promotion.

Seeking well-connected volunteers who can identify and invite speakers to participate with our annual programming.

Time commitment: Monthly meetings plus time to call and invite speakers.

Communication Committee

Seeking 2-3 volunteers with communication experience to create and implement a communication plan to promote monthly programs, special events, and other announcements and fundraising resources.

Time commitment: Monthly (?) meetings plus time to accomplish tasks.

Tasks - including but not limited to:

- Regular emails (Constant Contact)
- Regular social media posts
- Post meetings and events on community calendars

- Create Constant Contact event sign ups
- Plan and implement new ways to promote our chapter activities and membership (work with membership committee)