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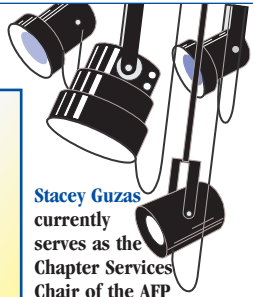
SEPTEMBER 2005

PALM BEACH COUNTY CHAPTER

Board Member Spotlight

This month's "Board Member Spotlight" is on the AFP Palm Beach County Chapter Services. A job description of each board member's duties will be included in monthly issues of the "Review" in order to familiarize other members who would like to have the opportunity to serve on the board. Please review the job descriptions each month and consider serving on the board next year.

CHAPTER SERVICES JOB DESCRIPTION

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| <ol style="list-style-type: none"> 1) Confirm annual schedule - third Thursday of every month (except August) with meeting site and have president sign contract. Take into consideration that National Philanthropy Day is handled by Philanthropy Day chair and check with him/her as to their venue preference. Confirm menu for year. <ul style="list-style-type: none"> • In June, confirm contract and schedule for next year. 2) Do e-mail notification of the monthly meeting including the speaker's name, topic and information on RSVP (deadline, e-mail, phone, etc.). Do at least one reminder e-mail. 3) Accept e-mail, phone or fax reserva- | <ol style="list-style-type: none"> tions for monthly meeting except Philanthropy Day. Include the speaker as a guest of the chapter. 4) The guarantee must be called in the Friday before the meeting. Updates may be given up till the day before the luncheon. Do not over-guarantee! Our contract calls for a minimum guarantee of 30. 5) Bring name badges for members attending luncheon and blank nametags available for nonmembers and unexpected guests 6) Keep track of nametag expense for reimbursement 7) Work with Treasurer: | <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin-bottom: 10px;"> <p>Your
Picture
Could Be
Here</p> </div>  <p>Stacey Guzas currently serves as the Chapter Services Chair of the AFP PBC Board.</p> <ul style="list-style-type: none"> • Arrive around by 11:15 a.m. • Check off attendees as they arrive and pay for lunch (\$25 members / \$30 guests) • Provide receipt for individuals requesting one • Refer non-members to Membership Chair to get information • Verify and sign cash collected at luncheon • Do other e-mail notification to members as requested by board members. |
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Scripps Speaker Coming September 15th...

"Vision for Scripps Florida; How It Will Revolutionize Education, the Economy and the Public Health of Palm Beach County"

Dr. Harry Orf, *Vice President of Scientific Operations and Professor of Chemistry*
 Will Ray, PhD, *Vice President, External Affairs*
 Barbara Suflas Noble, *Manager, External Affairs Operations*
The Scripps Research Institute at Scripps Florida

Come join us for an informative presentation on the uniqueness of Scripps and how it will revolutionize the education, public health, and economy (including philanthropy) of Palm Beach County.

A Special Thank You to The Waters Pelton Organization, Inc., Sponsors of the September Luncheon

WPO is a full-service fund raising, planning and marketing firm specializing in Capital Campaign Management. The firm has provided services to clients in over 350 cities across the country and raised in excess of \$1.5 billion for various non-profits. Regional offices in Chattanooga, Dallas/Fort Worth, Miami, Sacramento & Tampa.

Whether it is helping to build a new homeless shelter, creating innovative programs to fund community youth programs, managing a campaign for a school or working with public/private partnerships to secure funding for a new performing arts center or library, WPO has the experience and talent to manage the process every step of the way! The firm has provided professional consulting services to organizations in arts and culture, social services, the environment, churches and faith-based programs, education, government and healthcare. WPB Contact info: 477 S. Rosemary Ave, Suite 316, WPB, FL 33401, p561 -626-0026, www.waterspelton.com

President's Message

My Challenge To You – I can't believe my two-year term is coming to a close in just a few short months. When I was first asked to serve as Education/Certification Chair, six years ago, I couldn't have imagined it would lead to being president. It has truly been a privilege serving this chapter. It has also taken a great deal of time and commitment but I do fit AFP into my schedule because I feel, as fundraisers, we should all serve and honor our profession. That is why I want to challenge all of you to find a way to participate this next year. Some of you may be able to make a bigger commitment and serve on the board or a committee. We will be posting a list of opportunities on the website so you can find the perfect fit. For those of you who can't make a commitment at that level, there are so many other things you can do to assist the chapter. Bring a colleague to a meeting, suggest a speaker or topic, offer to greet newcomers at the door, write an article for the newsletter.... the list is endless. As with most things – you get out of it what you put in to it. So make this year more meaningful for you and our chapter.

International Conference in Atlanta – Did you know our chapter offers scholarships for first time attendees to the International Conferences? Next year's conference will be held April 2-5th at the convention center in Atlanta. I had the opportunity to attend my first International Conference last April and it was one of the highlights in my fundraising career. If you are interested in attending your first conference, contact our scholarship chair, Kathleen Emmett at kemmett@hpbc.com and ask her for a Chamberlain Scholarship Application.

Every Member Campaign – Have you made your gift to the AFP Foundation through this year's Every Member Campaign? You may have received a letter or a phone call from Advantage Marketing or both asking for a donation to the foundation. You may ask "Why give?" Once again, we as fundraisers should commit to our profession. The AFP Foundation funds such things as the Chamberlain Scholarships, the Resource Center, the Audio conferences and much more. Twenty-five percent also comes back to our chapter to support our programs and scholarships. Remember it is not the amount that counts; we just want everyone in our chapter to participate. So whether you can give \$5 or \$500, we sincerely appreciate it! For more information contact our Foundation Chair Leah Miles at LeahMiles@balletflorida.com.

New Member Discount – If you are not already a member, it is a great time to join. In honor of National Philanthropy Day, AFP is offering a \$25 discount to any new members joining in the Active Member category. Potential new members must have a coupon so attend one of our meetings or contact our Membership Vice President, Donna Ghioto at dghioto@adelphia.net to get one.



Mark Your Calendars!!!

20TH ANNUAL PHILANTHROPY AWARDS LUNCHEON
TUESDAY, NOVEMBER 22
Ritz-Carlton

Each year AFP Palm Beach County Chapter members recognize individuals and organizations in our community who have made a significant contribution through time, talent and treasure to help local non-profit organizations.

THE 2005 NATIONAL PHILANTHROPY DAY AWARD WINNERS ARE:

OUTSTANDING PHILANTHROPIST
MRS. LUCIENNE DRISKILL

OUTSTANDING VOLUNTEER FUNDRAISER
PAMELA MCIVER

OUTSTANDING PHILANTHROPIC ORGANIZATION
CHURCH OF BETHESDA-BY-THE-SEA MISSION AND OUTREACH COMMITTEE

OUTSTANDING PHILANTHROPIC FOUNDATION
THE PICOWER FOUNDATION

Make your reservations early!
Tickets \$75 individual. \$750 Nonprofit Table.
\$1,000 Corporate Table

National Philanthropy Day, November 22 at the Ritz Carlton – Congratulations to all our winners (listed above) and to everyone who was nominated for this year's awards. I also have to compliment our members for doing a great job submitting applications - we received a record number of nominations in all categories! And thank-you to Stanton Collemer and all the ACFRE and CFRE's who participated in this year's judging. It was certainly a tough job this year. You'll want to make your reservations early for this year's luncheon honoring our awardees. Terry Lee Kaly and her committee have done an outstanding job planning the event which will feature special guest speaker, Sheila Johnson, co-founder of the Black Entertainment Network.

Respectfully,

Suzanne

Suzanne P. Cabrera, CFRE



**Palm Beach County Chapter
Board of Directors**

PRESIDENT Suzanne Cabrera, CFRE The Lord's Place, Inc.	561-494-0125 ext. 137 scabrera@thelordsplace.org
PRESIDENT-ELECT Stanton F. Collemer Palm Healthcare Foundation	561-833-6333 scollemer@palmhealthcarefoundation.org
SECRETARY Lorie Stinson South Florida Fair and Exposition	561-790-5245 lorie@southfloridafair.com
TREASURER Rosanne Sanchez, CFRE	561-683-2700
VICE-PRESIDENT— PROGRAMS Marie A. Bloom Deckert, CFRE Bascome Palmer Eye Institute	561-515-1527 mbloom@miami.edu
VICE-PRESIDENT— MEMBERSHIP Donna Ghioto Success Marketing & Consulting	cell 561-602-3726 dghioto@adelphia.net
AFP FOUNDATION CHAIR Leah Miles Ballet Florida	561-659-1212 ext. 26 leahmiles@balletflorida.com
CHAPTER SERVICES CHAIR Stacey A. Guzas Renaissance Institute	561-241-7977 sguzas@renaissanceinstitute.net
MEMBER SOCIAL CHAIR Margaret P. Hudson At Home Safe Foundation	561-433-0060 mhudson@tcphs.org
FLORIDA CONFERENCE CHAIR Joanne Towner, CFRE Easter Seals Florida	561-471-1688 jtowner@fl.easterseals.com
MENTORING CHAIR Jan Rodusky, CFRE Palm Healthcare Foundation	561-833-6333 jrodusky@palmhealthcarefoundation.org
NORTH COUNTY LIAISON Suellen Mann	561-745-5728 smann@jupitermed.com
NPD CHAIR Terry Lee Kaly Harris Bank	561-366-4211 Terrylee.kaly@harrisbank.com
NEWSLETTER CHAIR Sandy Thomas	561-818-9251 thomasart@adelphia.net
PUBLIC RELATIONS CHAIR Suellen Mann, CFRE Jupiter Medical Center Foundation	561-745-5728 smann@jupitermed.com
SPONSORSHIP CHAIR Dianne Reeves Florida Atlantic University, John D. McArthur Campus	561-799-8665 dreeves@fau.edu
SCHOLARSHIP CHAIR Kathleen Emmett, CFRE Hospice Palm Beach County, Inc.	561-273-2259 kemmatt@hpbc.com
WEBSITE CHAIR (JOB BANK) Martie Henry Balistreri Realty	561-886-3700 4FloridaHomes@bellsouth
GOVERNMENT RELATIONS Suzanne Foley Legal Aid Society of Palm Beach County	561-655-8944 ext. 279 sfoley@legalaidsoc.org
IMMEDIATE PAST PRESIDENT Roxanne Jacobs, CFRE Palm Beach Hab Center	561-965-8500 rjacobs@pbhab.com
SOUTH/NORTH COUNTY LIAISON Michael Lichtenstein Atlantic Capital Management of Florida, Inc.	561-686-6844 mnl_acm@hotmail.com

**Terrie On Nonprofits®
REVEALING CONFLICT OF INTEREST A MUST**

Q: *There is a lot of talk about what the Senate Finance Committee is going to demand of nonprofits when it finally comes out with “our version” of Sarbanes-Oxley. One thing we keep hearing will definitely be required is a conflict of interest policy. We’d like to have one ready when our board reconvenes in October. Can you tell us what elements we need to include?*

A: None of us can know precisely until the legislation actually passes, which I expect will be early fall. However, we know what the Panel on the Nonprofit Sector convened by Independent Sector recommended in its *Report to Congress and the Nonprofit Sector on Governance, Transparency and Accountability*. You should be on the right track if the policy you write includes the following: A definition of what your organization considers conflict of interest. When you write your definition, think beyond just the potential for financial gain. Take into consideration both State law and what the community is likely to consider a conflict. The latter is probably the most important since perception is reality in most people’s minds.

- A clarification of who you are covering under the policy – e.g., just directors, directors and staff, clients.
- A requirement that people disclose any information that would help the board identify and avoid potential conflicts.
- A clear statement of how and when disclosures should be made. The buzz is that once a year boards will be required to have everyone complete a written disclosure of potential conflicts. In addition you probably should require that anyone actually facing a conflict verbally disclose that fact as soon as the potential becomes apparent and that the minutes reflect any such disclosures.
- A clarification of any instances where a director or other covered individual would be permitted to engage in business transactions with the organization. Because of the sensitivity of such situations there should be an accompanying statement of the protocols that must be followed. For instance, a director might be expected to recuse him or herself from both discussions around the relevant topic and the voting, with note made of this in the board minutes.
- An assertion regarding confidentiality, e.g., that what is said in the boardroom will remain in the boardroom and/or that neither client records nor donor names will be “borrowed,” bartered or sold.
- An indication of to whom the implementation of this policy will fall, e.g., the governance committee.
- An indication of the person or position to whom any potential conflicts should be reported, e.g., the board chair or CEO.
- Encouragement of and protection for those who would report violations of the policy.

I think it’s valuable to remember that there is nothing new in these bullet points. Board members have always had a duty of loyalty, which encompasses everything I’ve discussed here. What the Senate Finance Committee is seeking to do by requiring written conflict of interest statements is keep this obligation at the top of everyone’s minds.

Terrie Temkin, Ph.D. is an internationally recognized governance and planning expert. She is president of NonProfit Management Solutions, Inc., a principal in CoreStrategies for Nonprofits, Inc., and a longtime member of AFP. Contact her at terriet@nonprofitmanagementsolutions.com 954-985-9489, or 866-985-9489.

Visit the AFP website at www.afppbc.org for current AFP Job Bank Listings

NOTE TO EMPLOYERS AND JOB SEEKERS: This column will continue to be published as a free service to our AFP members and member agencies. There is a nominal charge of \$25 per listing to non-AFP members and member agencies. Please contact Job Bank Chair and Board Member, Martie Henry at 561-886-3720 or e-mail her at MartieHenry@4FloridaHomes.com. Text may be edited due to space constraints. Jobs are listed in the newsletter and on the web site.

THE SCRIPPS RESEARCH INSTITUTE (TSRI)

Development Officer Major Gifts (FL)

A new fundraising position in Florida reporting to TSRI's Vice President, External Affairs, and charged with the responsibility to identify, solicit, and steward major gifts to The Scripps Research Institute from individuals and families living full or part time in Florida.

In addition to one-on-one relationship-building and gift-solicitation in Florida or communities of primary residency elsewhere, responsibilities include planning and managing group donor-cultivation events in Florida, donor-cultivation events in communities of primary residence, tours of prospects in TSRI's Florida facilities, and visits to TSRI's main campus in California. Institutional resources include in-house donor-research and donor-records services in Florida and planned giving counsel, legal services, and marketing support from California.

Position requires a bachelors degree or equivalent training and experience in fundraising, with minimum of 10 years of progressive experience in major gift fundraising, preferably in higher education, biomedical research, or health care institution(s). Strong oral and written presentation skills, ability to use Microsoft Word and Excel programs, and willingness to learn and use Blackbaud's Raiser's Edge also required. Traits of flexibility and organization essential, as well as ability and willingness to travel. Candidate will have demonstrated capacity to self-direct while collaborating with others in start-up, small-team professional environment.

Position to begin on or after October 1, 2005. To apply, complete application provided on job vacancy link from TSRI website: www.scripps.edu.

JACKSONVILLE STATE UNIV. JACKSONVILLE, AL 36265

(www.jsu.edu <<http://www.jsu.edu>>)

Director of Institutional Development

Duties: This is an administrative position responsible for fund raising programs, to include, but not limited to, annual giving (phonathon, direct mail, and personal solicitation), major gifts, planned and estate giving; and for developing and implementing strategies to ensure the successful identification, cultivation, solicitation, and stewardship of donors with the potential to make gifts of five to seven figures. This individual will also play an important role in the University's Capital Campaign. The incumbent manages his/her own portfolio of select prospects. At least 60% of the work schedule demands direct contact with qualified prospects or donor cultivation and solicitation. Provides the Institutional Development Office with executive and managerial leadership. Develops and maintains departmental budget. Performs other duties as assigned.

Qualifications: Bachelors degree required, Masters preferred. Five years experience in successful fund raising management at a non-profit organization or marketing/sales experience required. Demonstrated track record of soliciting and securing major gifts and in writing grants is required. Demonstrated knowledge of proven cultivation and solicitation techniques for all types of gifts at all levels required. Proven ability to cultivate and develop leadership prospects, and secure major and/or deferred gifts required. Valid drivers license and reliable transportation required. (Travel reimbursement at state rates). Capital campaign experience is preferred. Knowledge of Donor 2 software preferred. CFRE preferred.

Salary: Contingent upon qualifications (up to mid-\$60s), experience and needs of the university.

Application: Send application available on our web site (www.jsu.edu <<http://www.jsu.edu>> or at JSU), resume, copies of transcripts, names/addresses/phone numbers of at least three references to Human Resources, Jacksonville State University, Jacksonville, Alabama 36265. Applicants selected for an interview will be required to supply official transcripts and current letters of reference. Reference number 13020. Minority applicants are strongly encouraged to apply. An EO/AA employer.

Joseph A. Serviss, CFRE
Vice President for Institutional Advancement
Jacksonville State University
700 Pelham Road N
Jacksonville, AL 36265
Telephone: 256-782-5003, 800-231-5291 x5003
Fax: 256-782-5420
Email: jserviss@jsu.edu

DIVERSIFIED DIRECTOR OF DEVELOPMENT for non-profit human service agency; Seeking resumes for fulltime position this Fall; 5-7 years successful experience in grant research/writing, direct mail, donor cultivation & maintenance of donor histories on computer, special events; Superior computer skills & excellent verbal/written communications a must; Responsible for all fundraising and quarterly newsletter production; Proven/verifiable track record; Strong interpersonal and organizational skills; Direct involvement with Board, Volunteers & Clients; 4-yr degree; Send resume/salary history to HWC/DSC Search, 3111 S. Dixie Highway, Suite 237, WPB, FL 33405, or fax: 561-802-3356.

THE MUSEUM OF DISCOVERY & SCIENCE

Vice President of Development

The Museum of Discovery & Science in Fort Lauderdale (www.mods.org) seeks a proven professional to direct and implement fundraising efforts to support the daily operations and the capital fundraising requirements of the museum. The Vice President reports directly to the President/CEO, interfaces with the Board, and is responsible for supervising other development staff. The Museum is currently engaged in the early stages of a \$16 Million capital campaign to build a new wing focusing on the Florida environment, and operates with an annual budget of \$6 Million in revenues. Experience in capital campaigns, soliciting major gifts and sponsorships, managing fundraising special events, and grant writing is preferred. A Bachelor's Degree is required and at least 5 to 10 years of successful fundraising experience. Candidate must be an ambitious, strategic thinker, demonstrate outstanding written, verbal and interpersonal skills, and be a skilled and effective supervisor, communicator, and motivator. Competitive salary. Resume and references should be directed to: jobs@mods.net or by mail to Museum of Discovery & Science, HR Dept., 401 SW 2nd St., Ft. Lauderdale, FL 33312.

CHILDREN'S HOME SOCIETY OF FLORIDA

Fundraising Professional

Children's Home Society of Florida, South Coastal Division (Palm Beach County), is seeking fundraising professional with 3 to 5 years experience in individual giving, direct mail, special events, and grantwriting for newly created Associate Director of Development position. Requires bachelor's degree, excellent written and verbal communication skills, ability to manage multiple projects. Send cover letter, resume, and salary requirements to: Human Resources, Children's Home Society of Florida,

3333 Forest Hill Boulevard, West Palm Beach, FL 33406; or fax to 561/868-4498; or apply online at www.chsfl.org.

HARBOR BRANCH OCEANOGRAPHIC INSTITUTION, INC.

Director of Development

Harbor Branch Oceanographic Institution, Inc. (HBOI) is a not-for-profit research and educational institution located in Fort Pierce, FL. The Institution with over 200 employees and occupying 480 acres along the unspoiled Indian River Lagoon on the central east coast of Florida, is dedicated to understanding and conserving our oceans through exploration, research and education (please see <http://www.hboi.edu> for additional information). HBOI seeks a motivated, team-player with a proven record of successful fund-raising as their Director of Development. The successful applicant will provide leadership and directly manage all donor-based fundraising activities in support of the Institution's science and education programs. The successful applicant must be able to conduct an effective multi-faceted development program by maximizing the opportunities for giving; educating the community on the far-reaching impact of our mission-driven discoveries; and providing excellent donor recognition and stewardship of the program. The successful applicant will have a proven track record in cultivating and soliciting major gifts from individuals, corporations, and private foundations on a local, national and international scale. Experience in planned giving, board development, annual giving, major gifts, corporate and foundation relations, grant writing and special events is required. Knowledge of and interest in the marine sciences is highly desirable. Salary will be commensurate with experience. Please include a brief letter of introduction and a current resume with application. Initial evaluation of applications will begin on August 15th, 2005, but the position will remain open until filled. To be considered please complete an Application for Employment available on our website at

www.hboi.edu. Mail to Harbor Branch Oceanographic Institution, Inc. attn: Human Resources at 5600 US 1 North, Fort Pierce, FL 34946 or fax to (772) 466-3644. Please reference job number 05 EXEC 01 on your application. EOE/AAP/DFWP

Requirements:

Bachelor's Degree, CFRE, or advanced degree. Demonstrate an organized and strategic approach to fundraising and the ability to manage, develop, coordinate, and manage successful fundraising efforts. Proven track record of raising substantial sums of money from both national and state organizations. Excellent leadership, program planning, and management skills, with a team approach. Ability to persuade and influence others, assess and interpret the needs and wishes of prospective donors and translate these into effective action plans. Strong interpersonal, oral and written communications skills. Enthusiastic, outgoing, straightforward, willing to work hands-on in developing and executing a variety of fundraising activities; shares information readily, listens, and respects the abilities of others. Ability to work independently, with minimal staff support, and to respond to deadlines and Board and constituent requests.

DEAF SERVICE CENTER

Diversified Director of Development

Diversified Director of Development for non-profit human service agency; Seeking resumes for fulltime position this Fall; 5-7 years successful experience in grant research/writing, direct mail, donor cultivation & maintenance of donor histories on computer, special events; Superior computer skills & excellent verbal/written communications a must; Responsible for all fundraising and quarterly newsletter production; Proven/verifiable track record; Strong interpersonal and organizational skills; Direct involvement with Board, Volunteers & Clients; 4-yr degree; Send resume/salary history to HWC/DSC Search, 3111 S. Dixie Highway, Suite 237, WPB, FL 33405, or fax: 561-802-3356.

**IMMEDIATE FULL TIME JOB OPPORTUNITY –
DONORS FORUM OF SOUTH FLORIDA**

Title: *Program Director*

Organizational Description:

Donors Forum of South Florida is a nonprofit regional association of more than 110 charitable foundations, corporate grantmakers and public funders. It is the region's central resource and voice for information about philanthropy and funding for nonprofits. Donors Forum supports its members in Palm Beach, Broward, Miami-Dade and Monroe counties by conducting training and professional development, researching and reporting on trends and initiatives related to South Florida philanthropy, and offering opportunities for networking and collaboration among members.

Job Location: West Palm Beach

Donors Forum's main office is in downtown Miami. This position is located in our satellite office in downtown West Palm Beach. For the first 1-2 months, the employee will be required to spend one day a week in Miami for training purposes.

Job Responsibilities:

The Program Director will head up a 1-person satellite office for our Palm Beach County operations. This individual will provide leadership, development, management and administrative services for all aspects of our recently expanded Palm Beach County services. In addition to running the Palm Beach County operations (75% of time), the employee will develop and manage a new regional initiative to engage funders around aging issues (25% of time).

Key Qualifications:

- A highly motivated, self-starter with entrepreneurial skills. Experience in a start up organization is highly desirable.
- Knowledge of philanthropy and the varied community issues affecting Palm Beach County (experience with aging issues would be particularly helpful)
- Able to conceptualize programs, originate ideas, and anticipate and act on events which may create opportunities for Donors Forum
- An outstanding relationship builder, with knowledge of and existing ties to a broad and diverse range of community resources
- Strong organizational skills to organize small events/meetings and administer multiple projects and timelines
- Marketing and fundraising experience with proven results
- Proficient in MS Word and Excel
- Demonstrated practices, behavior and activities which underscore a commitment and passion for the nonprofit sector

Salary: High \$40s to low \$50s depending on experience

To Apply:

Interested individuals should mail, email or fax a resume AND cover letter to:

Program Director Position
Donors Forum of South Florida
150 SE 2nd Avenue, Suite 712
Miami, Florida 33131
305-371-2080 (Fax) scot@donorsforumsf.org

THE NATURE CONSERVANCY

Director of Philanthropy

FL Chapter Office, Alt. Springs, FL

Click here for job description

<<http://www.trustedpartner.com/docs/library/000042/FLDoP.pdf>>

LOURDES-NOREEN MCKEEN RESIDENCE

Director of Development:

Lourdes-Noreen McKeen Residence, a Palm Beach County Retirement Community sponsored by the Carmelite Sisters for the Aged and Infirm is accepting applications for a motivated and dedicated person to develop, implement and maintain a gift giving and fund raising campaign/program. Prefer applicants with established contacts in the Palm Beach area.

Qualifications: B.A. in related field and 5+ years of development experience.

Skills: excellent interpersonal and relationship building skills, verbal/written communication and presentation skills, ability to work independently, organizational and project/time management skills.

Submit resume with salary history to admin@lnmr.org.

Summer Social
Cancelled
Due to
Hurricane Katrina
Watch for
Rescheduling



AFP ID#: _____

Show Your Support for Philanthropy!

2005 Every Member Campaign Pledge Form

Name

Title

Organization

Address

City/State/Zip

Daytime Phone

Fax

Home Phone

Email

AFP Chapter to be credited

Please select one of the following giving options:

I would like to make # _____ monthly payments of \$ _____ for a total gift of \$ _____.

I would like to become an Alpha Society member with a continuing monthly gift of \$ _____.
(Please select payment option and authorize EFT transfer with your signature below)

Enclosed is a check for my first month's gift payable to "AFP Foundation for Philanthropy". Please transfer my monthly gifts from my checking account. I understand my future gifts will be transferred directly from my account. (signature required below)

Please charge my Visa/MasterCard/American Express/Discover (please circle one) and transfer my monthly gifts from my credit card. I understand my future gifts will be transferred directly from my credit card.

Card Number

Exp. Date

Signature Required

Date

I would like to contribute \$ _____ to the 2005 Every Member Campaign.

Enclosed is a check payable to "AFP Foundation for Philanthropy".

Please charge my Visa/MasterCard/American Express/Discover (please circle one).

Card Number

Exp. Date

Signature

Date

Please send me a reminder(s) in: Jan Feb Mar April May June July Aug Sept Oct Nov Dec 2005 (please circle).

I would like information on becoming an Omega Circle member by making a planned gift to the Foundation.

Thank you for your support of the AFP Foundation for Philanthropy. You will receive your recognition pin from your chapter. If you do not receive your pin, please call 703-519-8446. Charitable gifts to the Foundation are tax-deductible to the fullest extent of the law, as no goods or services are received in exchange for these gifts. Please send pledge forms to **AFP Foundation for Philanthropy, 1101 King Street, Suite 700, Alexandria, VA 22314-2967**
Attn: 2005 EMC or by fax to 703-683-0735 or email to foundation@afpnet.org. Questions: 703-519-8446

DOES OUR CHAPTER NEED A STRATEGIC PLAN?

Everyone needs a plan! Just as you would not take a road trip in unfamiliar territory without a road map, your chapter needs a guide to take it where it wants to go. Naturally, a chapter with 30 members will not need as complex a plan as a chapter with 300 members...but both chapters will benefit from a structured approach to growth and the strong management of current and future assets.

Where do we begin?

The first step to a viable strategic plan is strong commitment from the chapter board. Once the board has affirmed its intent to formulate a plan, discussion must begin on what the chapter looks like now and what the board and members want it to look like in the future.

How do we begin?

1. Board of Directors commits to the strategic planning process
2. Board members set aside a specific time (usually a board retreat) during which they will discuss:
 - * the current state of chapter affairs
 - * the chapter's mission
 - * the chapter's vision for the future
 - * important issues that will affect the chapter in the foreseeable future
3. Board will initiate a survey of chapter members
4. Board will initiate a survey of external stakeholders

After we have gathered the requisite information, what's next?

1. Board members study the information gathered through surveys and discussions with internal and external stakeholders and decide on the major issues they wish the strategic plan to address
2. Budget considerations are factored in to ensure that all major issues the board wishes to incorporate into the plan can be appropriately funded
3. A draft plan is written and distributed to the membership for comment
4. Once feedback has been gathered, a final plan is written and approved by the board as the operating plan for the chapter
5. A Strategic Plan Oversight Committee is appointed to monitor chapter activities against the plan.

How far ahead should we be looking?

In this technological age when things can change very rapidly, most organizations prefer a three year plan. Strategic plans are not “set

in stone” and should be the object of frequent review and revision as the environment changes.

How can we ensure that the strategic plan doesn't gather dust?

Strategic plans take hard work and some expense to develop so commitment from the board is of vital importance. The Strategic Plan Oversight Committee should review chapter activities on an ongoing basis and report to the board regularly on any deviations from the plan. The Oversight Committee must feel that they have the support of the entire board and that its recommendations will be given serious consideration.

The Strategic Planning Process

I. Pre-planning

- * Study AFP's strategic plan so that your plan will parallel
- * Talk about what the process will require: time, resources, commitment
- * Create a work plan: clarify roles of participants (who will do what), develop a timeline for assigned tasks to be completed

OUTCOME: A strong commitment to the planning process and a formal work plan.

II. Articulate Chapter Mission and Vision

1. Study AFP's mission and vision
2. Articulate your chapter's mission and vision

OUTCOME: Write (or revisit) the chapter's mission and vision statements

III. Scan the Environment

1. Take stock of the current state of chapter operations. Assess the chapter's strengths and weaknesses as well as both internal and external factors that will affect the chapter's future.
2. Get as much feedback as possible from internal and external stakeholders; use personal conversations, surveys, focus groups
3. Assess your chapter's performance against the international organization's goals for the profession and look for opportunities to participate more fully on a local level
4. Examine local threats to chapter success
5. Examine local opportunities for chapter growth and service to the community and the profession
6. Consider economic, political, social, cultural and technological factors that may impact chapter operations

7. Identify critical factors that may affect the chapter's plan (i.e. licensure, regulation, public trust, etc.)

OUTCOME: A list of critical factors that must be addressed in the strategic plan.

IV. Set Chapter Priorities

1. Prioritize issues to be included in the plan
2. Factor in budget issues to ensure appropriate funding

V. Write the Draft Plan

1. Select the individual or group of individuals who will write the draft plan
2. The plan should include:
 - * Executive Summary
 - * Mission & Vision Statements
 - * Value Statement
 - * Organizational profile – facts & figures, programs, etc.
 - * Analysis of current chapter operations
 - * Goals and Strategies
 - * Plan for integrating budget into the strategic plan
 - * Statement of how chapter will become a high performing, diverse chapter within the parameters of the strategic plan
 - * BIG AUDACIOUS GOAL (statement of what the chapter will look like in 10, 20 and 30 years)
3. Present the draft plan for review by the board and the membership
4. Adopt the strategic plan!

OUTCOME: Approved strategic plan.

VI. Implement the Plan

1. Develop an operating plan
2. Develop an operating budget
3. Put a Strategic Plan Oversight Committee into place

OUTCOME: Continuous monitoring of chapter activities against the plan

VII. Monitor and Evaluate the Plan

1. Empower the Strategic Plan Oversight Committee to review chapter operations (programs, financial reports, etc.) and report regularly to the board.
2. Annually, compare chapter operations against the plan.
3. Quarterly, update the operating plan as required
4. Annually, make revisions to the plan
5. Begin new strategic planning process in final year of the current plan

OUTCOME: Ongoing monitoring and annual assessment of the plan.

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