

## **Chair Board of Directors**

**Description:** The Chair of the Board of Directors serves as the Chief Volunteer Officer of the Council. The Chair provides leadership to the Board of Directors.

### **Specific responsibilities:**

- Set an annual calendar of Board meeting dates
- Develop board meeting agendas in consultation with the Board
- Chair meetings of the Board
- Encourage Board's role in strategic planning
- Guide and mediate Board actions and integrity of deliberations
- Encourage Board self-evaluation and ensure performance of the Board
- Appoint the chairpersons of committees/task forces, in consultation with the Board
- Serve *ex officio* as a member of committees/task forces and attend their meetings when appropriate
- Chair meetings of the membership
- Serve as primary council spokesperson
- Play a leading role in fundraising activities
- Serve as primary signatory for council obligations and documents, and secondary signatory for financial transactions
- Maintain individual membership in the National Committee on Planned Giving
- Report on NCPG activities at each Board and membership meeting/program
- Perform other governance and management duties as may be necessary for effective council leadership

## **Vice Chair/Chair-elect Board of Directors**

**Description:** The Vice Chair/Chair-elect is successor to the Chair position. The Vice Chair/Chair-elect performs the duties of the Chair in the Chair's absence, or as delegated by the Chair.

### **Specific Responsibilities:**

- Become familiar with the responsibilities of the Chair position
- Provide consultation to the Chair in the performance of his/her duties
- Assist the Chair with his/her duties, as requested
- Work closely with the Board Development or Nominating Chair to help identify, recruit, and train future Board leadership
- Maintain individual membership in the National Committee on Planned Giving
- Serve as the council's delegate to the NCPG Assembly of Delegates
- Perform other governance and management duties as may be necessary for effective council leadership

**Treasurer**  
**Board of Directors**

**Description:** The Treasurer serves as the Chief Financial Officer of the council. The Treasurer is responsible for monitoring the fiscal planning and reporting of the council. The Treasurer performs the duties of the Chair in the absence of the Chair and Vice Chair/Chair-elect.

**Specific Responsibilities:**

- Prepare, or cause to be prepared, monthly and annual financial reports
- Present financial reports to the Board
- Prepare the annual budget, in consultation with the Board and committee/task force Chairs
- Develop and recommend financial policies and procedures
- Serve as primary signatory for council financial transactions
- Ensure that council funds are used as designated
- Ensure that council debts are paid in a timely manner
- Ensure that council revenues are deposited in a timely manner
- Serve as financial liaison to the National Committee on Planned Giving, as appropriate
- Prepare, or cause to be prepared, any necessary council tax returns
- Secure and maintain council insurance, as appropriate
- Maintain individual membership in the National Committee on Planned Giving
- Perform other financial management duties as may be necessary for effective council leadership

**Secretary**  
**Board of Directors**

**Description:** The Secretary is responsible for the governance communications of the council. The Secretary performs the duties of the Chair in the absence of the Chair, Vice Chair/Chair-elect and Treasurer.

**Specific Responsibilities:**

- Prepare, or cause to be prepared, minutes of all Board meetings
- Prepare, or cause to be prepared, minutes of all official membership meetings
- Prepare official Board communications
- Prepare, or cause to be prepared, all documents for meetings of the Board
- Maintain all council historical and governance records, including contracts and legal documents
- Maintain individual membership in the National Committee on Planned Giving
- Perform other communications duties as may be necessary for effective council leadership

## **Program Chair**

**Description:** The Program Chair is responsible for planning and implementing the educational programming offered by the council. The Program Chair provides leadership to, and directs the activities of the Program Committee.

### **Specific Responsibilities:**

- Identify and appoint members of the Program Committee, in consultation with the Chair of the Board
- Determine program topics, formats, and speakers to fill the council's annual program calendar, at least one year in advance, using the NCPG *Syllabus for Gift Planners* as a guide for programming coverage
- Publicize, or cause to be publicized, all programs to members and member prospects
- Make, or supervise, all logistical arrangements for programs, including speaker arrangements
- Secure and administer program sponsorships, as appropriate
- With the Outreach Chair, plan and implement at least one collaborative educational effort with AFP and/or the local estate planning council, or other similar organization(s) as appropriate
- With the LEAVE A LEGACY® Chair, plan and implement at least one LEAVE A LEGACY partner recruitment program
- Develop and recommend new council programs and services to the Board
- Make regular, written reports to the Board
- Appoint and supervise special project task forces as needed
- Maintain individual membership in the National Committee on Planned Giving

## **Membership Chair**

**Description:** The Membership Chair is responsible for planning and implementing activities to recruit and retain council members. The Membership Chair provides leadership to, and directs the activities of the Membership Committee.

### **Specific Responsibilities:**

- Identify and appoint members of the Membership Committee, in consultation with the Chair of the Board
- With the Board, determine target membership groups
- Develop and implement an annual calendar of membership recruitment and retention activities
- Follow-up with member prospects and lapsed members
- Maintain, or cause to be maintained, membership and member prospect databases
- Plan and conduct an annual member recruitment campaign
- If the council utilizes NCPG's membership dues and data management service (ICDMS), become familiar with ICDMS process and communicate with NCPG Director of Membership accordingly.
- Develop and recommend new membership policies and programs to the Board
- Make regular, written reports to the Board
- Serve as the council's secondary delegate to the NCPG Assembly of Delegates
- Maintain individual membership in the National Committee on Planned Giving

## **Outreach Chair**

**Description:** The Outreach Chair is responsible for planning and implementing activities that foster collaboration and relationships with individuals and organizations outside of the council's membership. The Outreach Chair provides leadership to, and directs the activities of the Outreach Committee.

### **Specific Responsibilities:**

- Identify and appoint members of the Outreach Committee, in consultation with the Chair of the Board
- With the Board, determine target groups for collaboration and relationship-building
- Develop and implement an annual calendar of outreach activities
- With the Program Chair, plan and implement at least one collaborative educational effort with AFP and/or the local estate planning council, or other similar organization(s) as appropriate
- Plan and implement activities to raise the council's visibility in the community
- Monitor and report on legislative and regulatory activities of interest to members; coordinate local government relations activities as needed
- Develop and recommend new outreach programs and services to the Board
- Make regular, written reports to the Board
- Appoint and supervise special project task forces as needed
- Maintain individual membership in the National Committee on Planned Giving

## **LEAVE A LEGACY® Chair**

**Description:** The LEAVE A LEGACY Chair is responsible for planning and implementing activities that promote the LEAVE A LEGACY message to the general public. The LEAVE A LEGACY Chair provides leadership to, and directs the activities of the LEAVE A LEGACY Committee.

### **Specific Responsibilities:**

- Identify and appoint members of the LEAVE A LEGACY Committee, in consultation with the Chair of the Board
- With the Board, determine target groups for LEAVE A LEGACY collaboration and relationships
- Develop and implement an annual calendar of LEAVE A LEGACY public awareness activities
- With the Program Chair, plan and implement at least one LEAVE A LEGACY partner recruitment program
- Appoint and supervise the activities of LEAVE A LEGACY subcommittees that may include:
  - Media Relations
  - Campaign Materials
  - Website
  - Partner Development and Monitoring
  - Evaluation and Reporting
  - Funding
- Plan and implement at least one collaborative LEAVE A LEGACY program/activity with AFP and/or the local estate planning council, as appropriate
- Make regular, written reports to the Board
- Complete, or cause to be completed, all appropriate NCPG paperwork and annual registration
- Appoint and supervise special project task forces as needed
- Maintain individual membership in the National Committee on Planned Giving



## **Board Development Chair**

**Description:** The Board Development Chair is responsible for identifying, recruiting, and training new Board members. The Board Development Chair provides leadership to, and directs the activities of the Board Development Committee. The role of Board Development Chair may be filled by the immediate Past Chair of the Board.

### **Specific Responsibilities:**

- Identify and appoint members of the Board Development Committee, in consultation with the Vice Chair/Chair-elect of the Board
- With the Board, determine Board leadership needs
- Develop and implement an annual plan of leadership recruitment and training activities
- Prepare an annual slate of qualified Board candidates
- Prepare Board recruitment and training materials, including job descriptions, Board expectations, and orientation/training materials
- Develop and recommend new governance and leadership policies and programs to the Board
- Make an annual report to the Board
- Maintain individual membership in the National Committee on Planned Giving

## **NCPG Council Liaison**

**Description:** The NCPG Council Liaison is responsible for working with NCPG to make sure that communications between the council and NCPG are complete, regular, and accurate, and that the council is complying with all requirements of its membership in NCPG.

### **Specific Responsibilities:**

- For councils using NCPG's dues collection and database management service (ICDMS), coordinate with the NCPG Director of Membership the administration of ICDMS. This includes receiving from NCPG all invoice copies, financial reports, dues checks, and membership rosters
- Route NCPG communications, financial documents, and dues checks to the appropriate council officer or committee chair as applicable
- For councils not using ICDMS, provide NCPG with a council membership roster when requested by NCPG, but not less than annually.
- Serve as the council contact for general council membership inquiries that come through NCPG
- Inform the council president of NCPG requirements and deadlines
- Receive copies of important NCPG communications to council presidents
- Notify NCPG of all council leadership changes and address updates for the president and NCPG liaison
- Make reports to the Board as necessary
- Maintain individual membership in the National Committee on Planned Giving (exception—paid council staff/management office serving as the NCPG liaison)

*Because it is important to guarantee continuity, NCPG suggests that this position serve a term of greater than one year.*