

IFAPAC RESPONSIBILITIES

The State IFAPAC Committee Member

Volunteer Officer Duties & Responsibilities

The IFAPAC Committee member will help the state chair raise funds for IFAPAC by participating in phon-a-thons and help staff the IFAPAC booth at statewide meetings. Further committee members will oversee a few locals and help keep them on track to reach their IFAPAC fundraising goals by December 31 and therefore help your state reach its goals.

State IFAPAC Committee Member Job Description:

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| <input type="checkbox"/> Get established goals from your local chairs | <input type="checkbox"/> Attend all state IFAPAC committee meetings and participate in all state IFAPAC conference calls |
| <input type="checkbox"/> Contribute to IFAPAC at the Statesman level or above | <input type="checkbox"/> Ensure that the local IFAPAC chairs are soliciting inactive (lapsed) contributors |
| <input type="checkbox"/> Ensure that there are chairs, vice chairs and committees for all of the local chapters you oversee. | <input type="checkbox"/> Get on the mailing lists for meeting notices and communications from each of the local chapters in your region |
| <input type="checkbox"/> Establish regional workshops to educate, train and motivate local chairs and committee members. Coordinate training with the state IFAPAC chair | <input type="checkbox"/> Encourage your local chairs to strive for the IFAPAC Awards |
| <input type="checkbox"/> Attend the local chapter meetings and board meetings in your state at least twice a year | <input type="checkbox"/> Report local chapter fundraising activities and problems to your state chair |
| <input type="checkbox"/> Make monthly telephone contact with local IFAPAC chairs | <input type="checkbox"/> Maintain a supply of IFAPAC materials, such as enrollment forms, Directives and brochures |

I accept these Duties and Responsibilities:

name (please print)

signature

date