

# The Local IFAPAC Volunteer

## Volunteer Officer Duties & Responsibilities

The local IFAPAC chair should be someone who wants to be involved in chapter activities and who is willing to commit to this position for at least two years. He/she should be focused on the primary objective of raising funds and have the aptitude for raising money and motivating people. The chair should be a member in good standing of the local association, evidence an ability to organize and already be a generous contributor to IFAPAC.

The local IFAPAC chair should be willing to attend IFAPAC training sessions and participate in the meetings and conference calls initiated by the state IFAPAC chair and/or regional chair. The local chair should have a realistic insight about association members on the local level and have the willingness to meet either one-on-one with members or use other methods to increase local participation in IFAPAC.

The local IFAPAC chair must be knowledgeable of the applicable federal and state campaign finance laws covering fundraising for political action committees. Lastly, there should be no question as to the integrity of this person handling the funds.

### Local IFAPAC Chair Job Description:

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|---|--|
| <input type="checkbox"/> Raise political and administrative funds   | <input type="checkbox"/> Maintain a supply of IFAPAC materials, such as enrollment forms, Directives and brochures                                       |
| <input type="checkbox"/> Get a vice (or co-) chair and form a fundraising committee                             | <input type="checkbox"/> Utilize the 1) inactive contributors report, 2) APIC legislative contacts reports and 3) non-contributors prospect lists        |
| <input type="checkbox"/> Contribute to IFAPAC at the Ambassador Club level or above                             | <input type="checkbox"/> Ensure that your chapter makes a yearly budget line item for an administrative contribution to IFAPAC                           |
| <input type="checkbox"/> Establish a plan to achieve your assigned local association fundraising goals          | <input type="checkbox"/> Educate and communicate regularly with local membership about IFAPAC activities and goals                                       |
| <input type="checkbox"/> Encourage all members of the association to complete an IFAPAC Directive               | <input type="checkbox"/> Coordinate IFAPAC with APIC committee efforts regarding candidate selection feedback from individual members to the state chair |
| <input type="checkbox"/> Strive to achieve the IFAPAC Awards  | <input type="checkbox"/> Comply with federal and state election laws   |
| <input type="checkbox"/> Attend IFAPAC workshops and training meetings  | <input type="checkbox"/> Report local activities and problems to the state chair   |
| <input type="checkbox"/> Participate in conference calls and meetings arranged by the regional and state chairs |  |

**I accept these Duties and Responsibilities:**

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name (please print)

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signature

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date