



NAPFA Consumer Education Foundation

Fundraising Committee Volunteer Position Description

Committee Objective: Provide input to and participate in raising funds to support the work of the NAPFA Consumer Education Foundation.

Skills, Attributes, and Experience

- Commitment to the vision, mission, and goals of NCEF.
- Understanding of NCEF as a charitable organization.
- Willingness to make a personal annual contribution to NCEF and to solicit others.
- NAPFA member in good standing or resource partner.

Primary Roles and Responsibilities

- Provide input into development of the annual campaign, including direct mail, personal solicitation, and events fundraising (including NAPFA conferences, etc.).
- Engage in the execution of all aspects of the annual fundraising campaign, including marketing efforts, personal solicitation, and the acknowledgement process.
- Help plan and implement campaigns to solicit funds from the NAPFA community and other communities.
- Help to identify new donor prospects and potential funders.
- Report activities and communicate to the Chair of the Fundraising Committee.

Personal Commitment

- Preparation for and participation in once monthly conference calls (if needed).
- Allocation of time to meet with or contact donors or prospects, including donation acknowledgement calls as assigned.
- Term expectation of typically one to three years.
- Costs associated with participating in fundraising events will be the responsibility of the volunteer committee member.

Relationship with Other NCEF Committees

- Committee reports directly to the NCEF Board of Directors.
- Committee receives administrative support from NCEF Program Officer.



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Programs Committee Volunteer Position Description

Committee Objective: Provide assist in the development and management of programs offered by NAPFA Consumer Education Foundation (NCEF).

Skills, Attributes, and Experience

- Commitment to the vision, mission, and goals of NCEF.
- NAPFA member in good standing or resource partner.
- Member in good standing of NAPFA.

Primary Roles and Responsibilities

- Identify new program opportunities for NCEF to participate or recommend.
- Inspire and recruit volunteers.
- Support volunteers via the development of training, conference sessions, webinars, and other resources.
- Provide process support and oversight for programs and metrics.
- Assist in communications regarding events, opportunities, and available resources in conjunction with program officer and communications committee.

Personal Commitment

- Preparation for and participation in once monthly conference calls (if needed).
- Allocation of time to assist in drafting or reviewing communication and training documents.
- Participate in advisor training events.
- Term expectation of typically one to three years.
- Costs associated with participating in events will be the responsibility of the volunteer committee member.

Relationship with Other NCEF Committees

- Committee reports directly to the NCEF Board of Directors.
- Committee receives administrative support from NCEF Program Officer.



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Communications Committee Volunteer Position Description

Committee Objective: Provide input to and participate in effectively communicating the work of the NAPFA Consumer Education Foundation.

Skills, Attributes, and Experience

- Commitment to the vision, mission, and goals of NCEF.
- Understanding of NCEF as a charitable organization.
- NAPFA member in good standing or resource partner.
- Communication and marketing skills helpful.

Primary Roles and Responsibilities

- Assist in the development and management of the NCEF strategic communication plan.
- Provide input regarding consistent messaging and use of various communication avenues available.
- Develop content for articles and other communication for the NAPFA Advisor magazine, website and other channels.
- Enhance the use of social media and other internet communication tools.
- Report activities and communicate to the Chair of the Communications Committee.

Personal Commitment

- Preparation for and participation in once monthly conference calls (if needed).
- Allocation of time to assist in drafting or reviewing communication documents.
- Term expectation of typically one to three years.
- Costs associated with participating in communication events will be the responsibility of the volunteer committee member.

Relationship with Other NCEF Committees

- Committee reports directly to the NCEF Board of Directors.
- Committee receives administrative support from NCEF Program Officer and NAPFA marketing/digital specialist (if needed).