

**AFP Golden Horseshoe Chapter
2025 National Philanthropy Day
Awards Committee**

CHAIR - AWARD HONOUREES

Volunteer Job Description

Members of the AFP Golden Horseshoe Chapter's 2025 National Philanthropy Day (NPD) Awards Committee play a key role in the successful execution of the NPD Awards event, and in generating revenue for the AFP Golden Horseshoe Chapter.

The **Chair – Award Honourees** is a member of the NPD Awards Executive Committee, and will focus on leading the implementation of the award recipient selection process and the ongoing correspondence and support of the 2025 award recipients.

Key Tasks:

- Recruiting and chairing a sub-committee (2025 NPD Awards Selection Committee) for the selection and support of the 2025 NPD Award Honourees.
- Report on status and progress of award honouree selection at NPD Awards Executive Committee meetings.
- Lead nomination process; select nomination team; review nominations etc.
- Notify nominators of successful and unsuccessful nominations
- Serve as primary contact to award recipients to:
 - Confirm honouree attendance at event (including complimentary tickets)
 - Confirm honouree guest names and attendance (for seating plan purposes)
 - Serve as a resource to honourees to answer any questions that they may have (i.e. with acceptance speech, event day logistics, ticket information etc.)
 - Greet honourees at event and provide any required support
- Other duties as required related to the past and/or current award honourees.

Meetings and Time Required:

- Monthly meetings (1 hour each) with NPD Awards Executive Committee commencing in May 2025 through to December 2025.
- 1-2 meetings (1-2 hours estimated per meeting) with the NPD Awards Selection Committee to determine 2025 Honourees. Meetings to be held in June-July 2025.
- Additional non-meeting time to be dedicated to the support of and correspondence with the award honourees.
- Attendance at, and volunteer support provided at NPD Awards event in November.
- Volunteer time will be leveraged through committee support and proper planning