

AIDS FOUNDATION OF CHICAGO

Associate Board Charter July 1, 2017 - June 30, 2018

Mission and Purpose

The AIDS Foundation of Chicago (AFC) Associate Board includes young professionals and emerging leaders who are passionate in the fight for HIV/AIDS services and prevention in the Chicagoland area.

Members of the Associate Board act as ambassadors for AFC by taking part in fundraising, community service, and advocacy activities that create health equity and justice for people affected by HIV/AIDS and other related chronic diseases.

Member Roles and Expectations

- Promote the Associate Board's mission of being leaders in the fight for HIV/AIDS services and prevention.
- Recruit new members to the Associate Board.
- Pay annual dues of \$75.
- Attend **at least** 9 out of 12 monthly general body meetings (in person or by phone). General Body meetings are held at the AFC Office on the second Wednesday of every month at 6:15 P.M.
- Volunteer for **at least** two AFC events/programs, including but not limited to, World of Chocolate, Gala, AIDS Run & Walk Chicago, Advocacy Days, TEAM TO END AIDS (T2) and Dance for Life.
- Serve as a chair for one Associate Board event and as a committee member of two Associate Board event committees, annually.
- Commit to at least one year of service.
- Assist with securing in-kind donations for major AFC events including World of Chocolate and the Gala.
- Support the Associate Board in any fundraising, community service, or advocacy activities.

Structure

- Executive Committee: A leadership group consisting of two Co-chairs, two Membership/Outreach Chairs, two Social Media/Public Relations Chairs, a Secretary and a Treasurer.
 - Term Limits: Each Co-chair and Executive Committee Chair will be elected to a two year term that is staggered. Staggered meaning that the terms are offset by one year in order to have stability in leadership roles.
 - While the Membership/Outreach Chairs and Social Media/Public Relations Chairs may sit on the Executive Committee, the roles fulfilled in recruitment and social media presence are not exclusive to these members. It is expected of all members to recruit prospective

Associate Board members, promote events and share accomplishments of the Board and AFC at large on social media.

- Event Chairs: Each member serves as an event chair for one of the monthly Associate Board events. The calendar of events will be determined at the beginning of each fiscal year, at which point board members have the opportunity to select the event(s) they would like to chair.
- Event Committee: Each member serves on **at least** two event committees within each fiscal year.
- Staff Liaison: Primary contact of AFC - supporting the Associate Board with goal setting, strategic planning and communicating opportunities for professional development.

Membership Process

- Membership will occur on a rolling basis throughout our fiscal year. The Membership Committee (Co-chairs, staff liaison, and membership chairs) are responsible for leading the cultivation of prospective members and engaging current members on an ongoing basis.
- Interested members are to fill out the Interest Form on AFC's Associate Board webpage.
- Membership chairs, co-chairs or a designated member schedule a phone call with interested members to discuss their interest with the Associate Board as a preliminary interview.
- Interested members are invited to a General Body meeting.
- After attending their first General Body meeting, the interested member receives an Associate Board application, which is reviewed by the co-chairs, staff liaison, and membership chair.
- If the application vote is to approve, the staff liaison sends an acceptance email, with welcome kit to the member and is added to the member e-mail listserv and webpage.