



**Associate Board Charter**  
July 1, 2018 - June 30, 2019

### **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 living with and vulnerable to HIV/AIDS and other related chronic conditions.

### **Member Roles and Expectations**

- Commit to one year of service;
- Pay an annual due of \$75;
- Actively recruit new members, partners and donors;
- Attend **at least** nine of twelve monthly general body meetings (in person or by phone);
  - General Body meetings are held at AFC: 200 W Jackson Blvd, Suite 2100, on the second Wednesday of every month from 6:00-7:30pm
- 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 member on either the Events Committee or the Community Service & Outreach Committee
- Commit to at least one year of service.
- Secure in-kind donations for major AFC events;
- 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.
  - 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.
- **Term Limits:** Each Co-chair and Executive Committee Chair will be elected to a two year term that is staggered—meaning that the terms are offset by one year in order to have stability in leadership roles.
- **Standing Committees:** Each member serves on one of two following standing Committee:

- **Events Committee:** Leads and assists in planning, organization, execution, and assessment of Associate Board events (ex. Hair and Heels).
- **Community Service and Outreach Committee:** Leads and assists in the research, organization and execution of community and outreach events. The committee also manages relationships and communication with community partners (ex. Supply Drive).
- **Staff Liaison:** Primary contact of AFC - supporting the Associate Board with goal setting, strategic planning and communicating opportunities for professional development.

### **Membership Process**

- Membership occurs in two enrollment periods coinciding with the fiscal year (July-December & January-June). The Membership Committee (Co-chairs, staff liaison, and membership chairs) is 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.
- If the interested member agrees with the mission and expectations of the Associate Board, they are invited to a General Body meeting (June or December).
- At the General Body meeting (June or December), the applicant's membership will be put to a vote. If the board votes to approve, the staff liaison sends an acceptance email with the welcome kit and the new member is added to the email listerv and webpage.