





# EAF® CHAPTER CAPTAIN

## Roles and Responsibilities

### 1. Be the EAF Ambassador for your graduate chapter by:

- a. Answering questions about the Foundation;
- b. Being familiar with the methods of giving to EAF and relative recognition levels;
- c. Be included in the chapter’s meeting agenda on a regular basis (at least quarterly) to share scholarship application deadlines and other information (include articles in the chapter newsletter);
- d. Encourage members (through creative fundraising methods) to contribute to the Foundation;
- e. Encourage the chapter participation in the chapter recognition program (Silver, Gold, or Platinum Level). Suggest that additional chapter contributions to EAF be included in the chapter’s annual budget.
- f. Must have access to a computer and viable knowledge of internet communications;
- g. Where applicable, assist the EAF Chapter Captain for the sponsored undergraduate chapter.**

### 2. Represent the chapter at EAF events\* including:

- a. Attend annual member meetings held by the Foundation at Boule and Leadership Seminars;
- b. Attend Regional Conferences and the EAF workshops and committee meetings designed for Chapter Captains;
- c. Attend annual EAF Scholarship & Awards event during Boule and Leadership Seminars;
- d. Participate in conference calls as requested by the EAF Regional Coordinator and/or the EAF Corporate office.

### 3. Be the liaison between EAF and the chapter and community by:

- a. Being familiar with rules governing 501(c)(3) organizations.
- b. Being a resource for community-based organizations regarding grant and scholarship opportunities as well as options for supporting our mission.

*\*Events may be held virtually*

I agree to these roles and responsibilities and will fulfill them to the best of my ability:

SIGNATURE:	DATE:
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### RETURN FORM & SIGNED AGREEMENT TO GREGORY WILLIAMS @ EAF

**BY MAIL:** Educational Advancement Foundation / EAF, Attn: Gregory Williams  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** gwilliams@akaeaf.net  
**BY FAX:** 773-947-0277

OR SUBMIT ELECTRONICALLY — CLICK SUBMIT TO SEND FORM

**SUBMIT**