

EAFF® 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*

SIGNATURE SECTION

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

SIGNATURE:

DATE:

MAKE TWO COPIES OF THIS FORM

- SAVE ONE COPY FOR YOUR RECORDS
- SEND ONE COPY TO YOUR REGIONAL COORDINATOR
- RETURN ORIGINAL FORM TO EAF BY FEBRUARY 1

RETURN ORIGINAL FORM TO: VELMA WILLIAMS

BY MAIL: Educational Advancement Foundation / EAF
ATTN: VELMA WILLIAMS
5656 South Stony Island Avenue · Chicago, IL 60637
BY EMAIL: vwilliams@akaeaf.net | **BY FAX:** 773-947-0277

OR SEND ELECTRONICALLY – CLICK SUBMIT TO SEND FORM >>

SUBMIT