



ENF Chair Duties and Responsibilities

You are the Elks National Foundation's representative to the members in your Lodge, district and/or state. This document details the ENF's expectations of you. If you need help meeting these expectations, please contact the ENF at enf@elks.org or 773/755-4728.

- Uphold the ENF Donor Bill of Rights.
- Promote the ENF's mission and programs to your members.
- Complete ENF Chair Certification Course and participate in ongoing education about your role as ENF Chair.
- Stay current on information from the ENF, and share relevant information with your members.
- Solicit donations from your members.
- Submit donations and remittances regularly to the ENF office.
- Provide donors with accurate donor information and serve as liaison to the ENF.
- Recognize donors who recently supported the ENF.
- Improve your per capita and fundraising program from the previous year.
- Encourage participation in the ENF Community Investments Program (Lodge grants).
- Demonstrate your support of the ENF by donating each year.
- Look to your fellow ENF Chairs and the ENF staff as a resource.

Additional Responsibilities for District ENF Chairs:

- Communicate regularly with Lodge ENF Chairs in your district.
- Monitor Lodges and fundraising progress in your district.

Additional Responsibilities for State ENF Chairs:

- Communicate regularly with Lodge and District ENF Chairs in your state.
- Monitor districts and fundraising progress in your state.
- Administer ENF Chair programming and education at events.
- Celebrate and recognize ENF successes in your state.