

→*Official Duties of the Research Affairs of a Nonprofit Corporation*

To conduct an active advocacy program to promote and support charity research.

RESPONSIBILITIES

1. Encourage, promote and coordinate charity, fundraising and awareness research into the St. Louis community.
 1. Identify, through surveys and other means, areas of internal auditing which may be the subject of research projects.
 2. Develop a list of potential researcher ideas for projects.
2. Manage research projects and submit results to the board for annual consideration of hosting new events based off the research.
 1. Submit proposals to board for new events or petitions.
 2. Submit completed research project. Including what was your researches intention, where it took place, how you gathered information, how many people did you involve and how it can better the goal of stlcfa.
3. Disseminate research information to the board members. Maintain a chapter resource library of publications produced by stlcfa, and encourage chapter members to use this resource. Obtain free publications as offered on the stlcfa website.
4. Arrange a research night as an annual event.
5. Coordinate research activities with those related to promoting nonprofit goals
6. Take assistance from any and all board members for projects and/or coordinate with other nonprofits conducting similar projects.
7. Promote the funding of stlcfa activities at both the local and global level. Support the Social Media Affairs with other related research found and your own research.
8. Submit an annual report of research activities to stlcfa board.
9. Work with legal affairs towards any participants in research activities so they may claim the appropriate laws allowed to use that research publically.
10. Maintain a file of records and correspondence of all research performed or incomplete.
11. Work directly with the board to increase research participation.
12. Frequently update the board with emails with your research
13. Have a form of research ready to go at every event stlcfa hosts (poll, questionnaire, survey or interviews.)
14. Working along side the president set up interviews with important donors, other nonprofits, victims we are aiding, charity or fundraising heads, etc. Share that information with social media affairs to promote stlcfa.