



## Volunteer Opportunities

Get involved! Whether you serve on a committee or as a volunteer for a one-day assignment, it is a great way to network and get to know other members of AFP Greater Houston Chapter while helping further the mission of our chapter. If a position has a name or contact info next to it, this means a person has been appointed to serve in that role for 2023.

### **Finance Committee (Victor Brooks)**

- 2 hours per month at most
- Meets monthly on Zoom to review financial statements
- Helps with development of the budget for AFP Houston Chapter

Contact [Victor Brooks](#) if you are interested in joining this committee.

### **IDEA Committee (Eldon Lewis)**

This newly reformed committee focuses on AFP's IDEA initiative: Inclusion, Diversity, Equity & Access. The objectives of the committee's work are:

- To develop and maintain a diverse organization that reflects, is responsive to, and embraces the diversity of the communities we serve throughout the world, respecting and valuing all people.
- To promote an inclusive, equitable, and accessible organization where every member, volunteer and board member can realize their potential and have their contributions valued.
- To respond to the immediate needs of the broader community to set realistic goals around racial equity.

Contact [Eldon Lewis](#) if you are interested in joining this committee.

### **Communications Committee (Amy Lampi)**

**Contact VP of Communications/PR [Amy Lampi](#) with any questions.**

We do most meetings/discussion by email and phone with in-person meetings as necessary. We're hoping to get 3-5 people.

VP (Amy Lampi)

- 3-5 hours per week

- Oversee communications and marketing for chapter
- Work with the Board to set chapter's monthly priorities
- Attend monthly board meetings and propose monthly newsletter, social media and strategic communications plans
- Edit eblasts and blogs as needed
- Review and edit seat sheets
- Work to recruit committee members
- Organize and lead meetings as needed

#### **Social Media Chair (Nekia Robinson)**

- 2 hours per week
- Schedule posts on Facebook, Twitter, Instagram using Hootsuite for each week (using content from eblasts as well as other news and evergreen topics)
- Adds additional posts as needed
- Works with admin and management company to boost posts
- Participate in meetings as needed

#### **Newsletter**

- 2-3 hours per month
- Keep a calendar of proposed topics for newsletter for VP to approve
- Work with admin to receive content from VP/Chairs the week before a newsletter is scheduled to go out
- Admin will send a test 2-5 days before eblast is scheduled to go out to chair, who will forward to necessary editors (admin will make edits as needed and give chair/VP final approval)
- Coordinate single subject eblasts as needed

#### **Education Committee (Ronnie Hagerty)**

**Contact VP of Education [Ronnie Hagerty](#) with any questions.**

#### **Program Chair (Taylor Grimes)**

- 2-3 hours per week
- Responsible for chapter educational activities and programs
- Must be AFP Greater Houston Chapter Board member
- Attend monthly luncheons and other educational events
- Work with VP of Education to develop topics and secure speakers for membership educational meetings
- Work with speakers regarding topics and presentation logistics
- Promote educational meetings through marketing
- Obtain feedback from attendance surveys

#### **Ask the Experts Committee (Kirsten Schachter)**

Many hands make light work of this fun, information-packed one-day conference. Committee members meet at least monthly January - June and serve on these subcommittees.

- Join a subcommittee for ATE:
  - Education – Chris Bertaut [christopher.bertaut@gmail.com](mailto:christopher.bertaut@gmail.com)  
*Looking for presenters and volunteers to recruit/vet presentations*
  - Sponsorships/Exhibitors – Loubel Galik [lgalik@sterlingnonprofits.com](mailto:lgalik@sterlingnonprofits.com)  
*Looking for sponsors and volunteers to recruit/support exhibitors*
  - Communications Chair – Andrea Romero [andrea.t.romero@gmail.com](mailto:andrea.t.romero@gmail.com)  
*Looking for graphic designers and communications volunteers*
  - Volunteer Chair – Mandy Boyce [mandydboyce@gmail.com](mailto:mandydboyce@gmail.com)  
*Looking for helpers ahead of the event and many June 15*
  - Logistics Chair – Stephanie King [stephanieking@4pt0.org](mailto:stephanieking@4pt0.org)  
*Looking for helpers, especially ahead of the event*
- Attend periodic subcommittee and ATE planning meetings (typically 30-60 min virtual monthly meetings)
- Advance subcommittee work between meetings (e.g., recruiting presenters, engaging sponsors, screening presentations, selecting caterers, planning)
- Champion ATE amongst your professional network, encouraging attendance and participation
- Attend the ATE Conference on Thursday, June 15, 2023 at HCCC Alief-Hays Campus

AFP Greater Houston Chapter membership required. For more information, contact a subcommittee chair or ATE 2023 Chair Kirsten Schachter at [KirstenSchachter@gmail.com](mailto:KirstenSchachter@gmail.com) or 713-417-6235.

#### **Membership Committee (Brooke Baugh)**

- Interact with guests and members at AFP events (such as education sessions and member mixers) in support of the committee's recruitment and retention goals.
- Promote Membership scholarships to guests.
- Help with membership recruitment and renewal

Contact Chair [Brooke Baugh](#) if you are interested in joining.

#### **Scholarship Committee (Christine Stevens & Patrina Johnson)**

- Meets only by email.
- Time commitment is typically less than 1 hour per month.
- Looking for individuals who want to help award and grow our scholarship program.
- If on the committee, you will be tasked with reviewing and rating applications, and ultimately selecting scholarship awardees.
- Committee members will also help to promote scholarships to current and prospective members and help awardees connect with volunteer opportunities.

For more information, contact Scholarship Co-Chairs: Christine Stevens at [Christine.Stevens@HoustonSymphony.org](mailto:Christine.Stevens@HoustonSymphony.org) and Patrina Johnson at [Patrina@HoustonFreedmensTown.org](mailto:Patrina@HoustonFreedmensTown.org).

**Committee on Directorship (Brena Baumann-Gonzalez)**

- Committee members are expected to attend all 3 meetings of the Committee on Directorship.
- Committee members will participate in the discussion about the future of the AFP Houston Chapter to ensure committee member understands the goals of the chapter and the initiatives/priorities outlined by the incoming President.
- It is the responsibility of the committee to review and present a slate of qualified, acceptable candidates the membership for a vote.
- The committee will review on an annual basis the structure of the board and the corresponding committees to insure compliance with the AFP Greater Houston Chapter mission and strategic goals and objectives.
- The committee will address structure and logistical issues as requested by the President and the Exec comm.
- The committee members shall consider the specific discussions related to potential nominees to be confidential. Committee members are prohibited from disclosing potential and final nominees to the membership.
- Copies of all committee action notes, minutes and final correspondence to potential nominees will be forwarded to and retained by the AFP Administration and Committee Chair. All such documents or communications are strictly confidential. Committee records are kept in accordance with the records retention policy of AFP Greater Houston Chapter.
- Committee members will assist in recruiting potential candidates by contacting board members, committee chairs and other interested members to encourage interest in leadership.
- Committee members will participate in the Committee on Directorship meetings to select the slate of candidates for presentation to the board.

**Per AFP Bylaws** - The Committee on Directorship is charged with identifying individuals as possible members of the Board of Directors and for Board training, management, and self-evaluation.

Contact [Brena Baumann-Gonzalez](#) if you are interested in serving on this committee.

**National Philanthropy Day Luncheon Committee (Beth Wilson & Victor Brooks)**

- 30-60 minutes per month
- Mostly virtual meetings that ramp up as we get closer to the event (November event)
- Committee members either have specific assignments or can be a part of sub-committees such as sponsorship, etc.

Please reach out to [Beth Wilson](#) if you are interested in planning National Philanthropy Day.

## **One Day Only Volunteer Opportunities**

### **Ask the Experts – Day Of Volunteer**

Volunteers are needed **on June 15** at Houston Community College West Institute Campus. Volunteer needs range from registration to directional assistance. Most volunteer shifts range from 1-2 hours.

Contact ATE Volunteer **Co-chairs** with any other questions: Christine Stevens [Christine.Stevens@HoustonSymphony.org](mailto:Christine.Stevens@HoustonSymphony.org) or <Co-Chair position open>.

### **National Philanthropy Day – Day of Volunteer**

National Philanthropy Day is an annual awards luncheon held to honor and recognize those who contribute their time, talents, financial support and other resources to Houston's philanthropic organizations. The Association of Fundraising Professionals Greater Houston Chapter's Annual National Philanthropy Day Awards Luncheon gives us an opportunity to say "Thank You" and collectively express our appreciation by recognizing individuals, corporations, foundations, and fundraisers for their time, talent and dedication to the spirit of giving. Volunteer needs range from set-up, registration, directional assistance, etc. Most volunteer shifts are about 2 hours. The event will take place in November 2023. You can reach out to [Beth Wilson](#) if you are interested in volunteering.