



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.

Communications Committee:

We do most meetings/discussion by email and phone although we do hope to have at least one in-person meeting. We're hoping to get 3-5 people.

VP

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 eblast, 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 quarterly meetings

Social Media Chair

2-3 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 quarterly meetings

Website

2-3 hours per week

- Work with admin and chapter management company to keep website up to date
- Anticipate when information will expire and reach out to VP or Chair to receive updated information
- Work with VPs to update information as it comes up
- Work with strategic comms lead and VP to add blogs or schedule blogs
- Suggest stylistic changes to keep website current and easily accessible
- Participate in quarterly meetings

Eblast

2-3 hours per week

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



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- Participate in quarterly meetings

Strategic Communications

2-3 hours per week

- Actively recruit members to write blogs for the website
- Edit blogs as they are received and coordinate with eblast and social media lead to actively promote
- Liaison with HBJ and other media outlets to share information
- Help oversee completion of seat sheet with admin (work with eblast chair to make sure announcements are on content calendar)
- Participate in quarterly meetings

Questions? For website, please contact Co-Vice President, Communications, Melissa Neeley at mneeley@armswide.org; for social media, please contact Co-Vice President, Communications, Rachel Rodriguez at rachelbmoody@gmail.com.

Education Committee:

Program Chair

2-3 hours per week

- Responsible for chapter educational activities and programs
- Must be AFP Greater Houston Chapter Board member
- Attend monthly board meetings, 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

Affinity Groups Chair

2-3 hours per week

- Reinvigorate and increase the number of affinity groups for the chapter
- Must be AFP Greater Houston Chapter Board member
- Attend monthly board meetings, monthly luncheons, and other educational events
- Work with current affinity group chairs to coordinate quarterly meetings for group members
- Support affinity groups with programming as needed
- Work with VP of Education to identify and recruit additional affinity chairs and groups

Ask the Experts (*the blurbs containing calls for experts and day of volunteers are most important for this year, but below is info for next year's committee*)

2-3 hours per week

- Chair a subcommittee for ATE: Sponsorships/Exhibitors, Communications, Volunteers, Logistics, Education
- Attend monthly ATE planning meetings



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- Attend, as appropriate, ATE sub-committee meetings
- Attend the ATE Conference in 2020
- Champion ATE amongst your professional network, encouraging attendance and participation
- AFP Greater Houston Chapter membership required

Please contact Education Vice President Rebecca Lamb at Rebecca.Lamb@ppgulfcoast.org or Melissa Simon at msimonmsw@gmail.com to learn more about this committee.

Membership Committee:

All membership committee members:

- 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.
- Subcommittee chairs to send monthly email report to Membership Committee Chairs, detailing progress and accomplishments.

Retention

1 hr/week

- Send monthly emails to individuals whose membership will lapse in that month.
- In emails to those that renew on their own, follow-up regarding opportunities to volunteer within the Chapter.

Recruitment

2-3 hr/monthly

- Send monthly emails to any guests who attend a monthly program, function and/or ATE to see if they're interested in joining or getting involved with the Chapter.
- Once a new member joins, send a welcome email with opportunities to get involved with the Chapter or the New Member Orientation.

Mixers/Hospitality

2-3hrs/monthly

- Plan and execute 3 networking event(s) for current and prospective AFP members.
- Stay within budget of event.
- Work with venue to accommodate AFP event.

New Member

2hr/week

- Email new members welcoming them to AFP.
- Send New Member PDF Packet.

Membership Ambassador

2hr / monthly

- Call new members to welcome them to AFP and encourage them to attend the next upcoming event
- Meet new member at event and help answer questions and network with them.



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For more information, please contact Meredith Brown, Vice President for Membership, at Meredith.Brown@stjude.org.

National Philanthropy Day Luncheon Committee:

- Average number hours – 30-60 minutes per month
- How your committee meets (in person/phone/etc) – in person 3 times per year, other business conducted via email
- AFP/professional experience needed – 1-2+ years in AFP
- Anything else you think you need to share – Committee members either have specific assignments or can be a part of sub-committees such as sponsorship, etc.

Questions? Please contact 2019 NPD Chair Amy Lampi at amyl@tuts.com.

Scholarship Committee:

- 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 reading through and selecting scholarship awardees from applications.
- Committee members should also help to promote scholarships to current and prospective members.

For more information, contact Scholarship Chair Lauren Futch at laurenfutch22@gmail.com.

One day only volunteer opportunities:

Share your expertise at Ask The Experts?

Do you have your CFRE or 10+ years professional fundraising experience? Have an hour to spare?

Come early to Ask the Experts on Friday, June 7, 2019 at Houston Community College West Institute Campus and help staff our Expert Q&A Corner from 8:00 to 8:45 a.m. Conference attendees will visit with you to brainstorm on their organizations' most pressing problems. Contact Kirsten.Schachter@memorialhermann.org to volunteer.

Ask the Experts – Day Of Volunteer

Our 2019 Ask The Experts Conference is Creating Collaborative Communities, with a focus on the vision of a cohesive nonprofit philanthropic community and the collaboration that can take place within nonprofits, between nonprofits, and through a commitment to inclusion, diversity, equity and access in our communities. Volunteers are needed Friday, June 7th at Houston Community College West Institute Campus. Volunteer needs range from registration to directional assistance. Most volunteer shifts range



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from 1-2 hours. Contact ATE Volunteer Co-chairs with any other questions Greg Germain at gregg@toeducateallchildren.org or Christine Stevens cstevens@houstongrandopera.org.

National Philanthropy Day

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. Volunteers are needed Friday, November 15th at Hilton Americas. Volunteer needs range from set-up, registration, directional assistance, etc. Most volunteer shifts are about 2 hours. Contact NPD Volunteer Co-chairs with any other questions Katie McAfee at Katie.McAfee@uth.tmc.edu or Andrea Romero at andrea@tuts.com.

General questions about volunteering? Please contact Meredith Brown, Vice President for Membership, at Meredith.Brown@stjude.org.