



## 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 2026.

### **Finance Committee (Chair: Jess Moore, CFRE)**

- 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 [Jess](#) if you are interested in joining this committee.

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

This 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 (Chair: Lena Khattab)**

- Meetings are virtual and are once a month at most.
- We are always looking for volunteers to assist in different areas of our communications strategy.

### **Social Media**

- 2 hours per week

- Create posts for Facebook, LinkedIn, and Instagram (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 Comms Chair to approve
- Work with admin to receive content from board/committee chairs the week before a newsletter is scheduled to go out
- Admin will send a test before eblast is scheduled to go out for approval
- Coordinate single subject eblasts as needed

**Contact [Lena](#) with any questions about the Communications Committee, Social Media, or the newsletter.**

#### **Education Committee (Chair: Nsen Buo)**

- 2 hours per month on average (commitment to attending a luncheon = 2 hours)
- Responsible for chapter educational activities and programs
- Attend monthly luncheons and other educational events; volunteer onsite as needed
- Work with Education Chair to develop topics and secure speakers for membership educational meetings
- As needed, work with speakers regarding topics and presentation logistics

**Contact Education Chair [Nsen](#) with any questions about the education committee or programs.**

#### **Ask The Experts – June Conference (Co-Chairs: Jamie Spiva & Christen Blackledge)**

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
    - Looking for presenters and volunteers to recruit/vet presentations*
  - Sponsorships/Exhibitors
    - Looking for sponsors and volunteers to recruit/support exhibitors*
  - Communications Chair
    - Looking for graphic designers and communications volunteers*
  - Volunteers
    - Looking for helpers ahead of the event and many on the day of*
  - Logistics

*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 event in June 2026.

**Contact Chair [Jamie](#) if you are interested in joining.**

#### **Membership Committee (Chair: Nicole Gabler)**

- 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 [Nicole Gabler](#) if you are interested in joining.**

#### **Scholarship Committee (Chair: Andrea Ward)**

- 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 Chair [Andrea](#).**

#### **Committee on Directorship (Chair: Victor Brooks)**

- 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 [Victor](#) if you are interested in serving on this committee.**

#### **National Philanthropy Day Luncheon Committee (Chair TBD)**

- 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 [AFP Houston staff](#) you are interested in planning National Philanthropy Day.**

#### **Revenue Development Taskforce (Chair: Christine Stevens)**

The Revenue Development Task Force is charged with identifying, evaluating, and implementing new, sustainable revenue opportunities to strengthen the financial health of AFP Greater Houston Chapter (AFP GHC). This group will focus on sponsorship development, programmatic revenue, and innovative partnerships that expand chapter resources, reduce overreliance on National Philanthropy Day (NPD) income, and enhance year-round support for member programs and services.

The Task Force will consist of board members and non-board chapter members who bring experience in fundraising, sponsorship, corporate relations, event strategy, marketing, and business development. Additional ad hoc contributors may be invited as needed.

Meets monthly or as needed based on project timelines. The group serves as a one-year pilot committee with an option to renew or convert to a standing committee based on outcomes.

*Expected Outcomes:*

- Year-round revenue streams that support chapter operations, member services, scholarships, and strategic initiatives.
- Reduced financial pressure on NPD fundraising.
- Expanded visibility and relationships with community and corporate partners.
- Long-term financial stability and organizational growth for AFP GHC

Contact [Christine](#) if you are interested in serving on this task force.