



Chapter Board Positions

The Chair of the Board shall:

- Preside at all meetings of the Board of Directors
- Call the meeting of the Board for the election of new officers
- Call the annual and special meetings of the general membership
- Handle official PFLAG correspondence
- In the absence of the President, sign all documents authorized by the Board
- Chair the nominating committee for new officers
- Perform such other duties that from time to time may be assigned by the Board

The President shall:

- Develop chapter budget in cooperation with Treasurer
- Preside over regular, annual and special meetings of the General Membership
- Represent or designate others to represent the chapter before external groups
- Evaluate current Support, Education and Advocacy programs
- Sign all documents authorized by the Board of Directors
- Appoint the Chairpersons of all committees other than the Nominating Committee
- Be an ex-officio and non-voting member of all committees
- Perform such other duties that from time to time may be assigned by the Board
- Head the chapter's effort to involve and build alliances with people of color, people of diverse faiths, bisexual and transgender people, youth, poor and working class people and others

The Secretary shall:

- Maintain minutes of all meetings of the Board and of the general membership
- Send notices for all meetings of the general membership
- Send out notices for the Annual General Membership Meeting
- Perform such other duties that from time to time may be assigned by the Board

The Treasurer shall:

- Chair the Budget Committee
- Handle all financial affairs of the chapter
- Maintain financial records, receipts and disbursements of funds
- Submit a financial report at each Board meeting
- Prepare an annual financial statement for the Annual General Membership Meeting
- File all required government reports

Support Group Facilitator Coordinator(s)

- Assess needs of Members to determine appropriate support group size, dynamics and topics.
- Train and coordinate other facilitators in support group facilitation techniques and topics including: PFLAG's mission, confidentiality code, sharing circle and resource referrals.
- Develop and train other support groups as needed, such as family AIDS support, straight spouses, children of LGBTQ parents, LGBTQ people, first-time visitors, families and friends of transgender people
- Be ready to refer people to other resources in the community.
- Develop opportunities for support group participants to be involved in PFLAG activities outside of the support groups.

Fundraising Coordinator(s)

- Identify local sources of income such as foundations, major donors, and businesses
- Develop and manage fundraising events

Membership Coordinator(s)

- Collect membership dues – new and renewal
- Update membership records (address, phone, name changes) and communicate changes to PFLAG National
- Develop New Member Welcome Kit or welcome new members with a phone call or letter
- Provide membership list to other chapter leaders
- Coordinate membership drives and member retention campaigns

Newsletter Editor(s)

- Design layout of chapter newsletter
- Write, collect and reprint (with permission) interesting and relevant articles, updates and alerts
- Coordinate advertising for the newsletter (if applicable)
- Report on board actions from minutes provided by the Secretary
- Ensure timely production of newsletter

- Ensure delivery of newsletters using membership list from Membership Coordinator

Program Coordinator(s)

- Develop new programs for upcoming chapter meetings
- Read other chapter newsletters, PFLAG National newsletters including the PFLAG Banner for ideas on innovative chapter programs
- Work with Volunteer Coordinator to involve others in program activities

Education Coordinator

- Work with chapter and community members to identify area(s) of interest for educational initiatives (PFLAG FYI is a good source of ideas)
- Research/monitor educational issue area(s) in various media (print and broadcast media, online sources, literature, etc.)
- Oversee internal chapter education and planning for educational initiatives (may involve work with the Program Coordinator)
- Facilitate acquisition or development of materials such as brochures, fact sheets, booklets, etc., for presentations and educational campaigns (many of these resources are available from PFLAG National)

Advocacy Coordinator

- Work with chapter and community members to identify area(s) of interest for advocacy initiatives
- Research/monitor advocacy issue area(s) in various media (print and broadcast media, online sources, literature, etc.)
- Oversee chapter skills-building and planning for advocacy initiatives (may involve work with
- Programming Coordinator, if position exists); i.e., voter registration training, lobby visit preparation, etc.
- Facilitate acquisition or development of materials such as sample letters, talking points, brochures, fact sheets, booklets, etc., for advocacy work (many of these resources are available from PFLAG National)

Diversity Coordinator

- Works with President and all other Coordinators to ensure that the chapter is welcoming and inclusive of people of color, transgender people, youth, poor and working class people, people of diverse faith communities, people with disabilities, etc.
- Helps chapter identify barriers to full inclusion for the groups mentioned above.
- Works to build relationships with local groups representing people of color, transgender people, youth, poor and working class people of diverse faith communities.

Greeter/Hospitality Coordinator(s)

- Coordinate volunteers to welcome new members and visitors to PFLAG meetings
- Arrange for refreshments to be available at meetings
- Introduce new members and visitors to support group facilitators so they feel welcome and open to share during small group activities

Volunteer Coordinator(s)

- Assess volunteer needs of programs, projects and committees
- Recruit new volunteers from current and potential members; assess skills and interests
- Place volunteers in programs, projects and committees needing assistance
- Serve as volunteer “cheerleader” to encourage on-going commitment

Helpline Coordinator(s)

- Set up and/or maintain the chapter’s helpline
- Work with the Public Relations Coordinator to publicize the helpline
- Coordinate full coverage for answering the helpline
- Train volunteers to answer the helpline knowledgeably and confidently

Public Relations Coordinator(s)

- Develop local press list
- Field media calls and refer to trained and designated spokesperson
- Draft and disseminate press releases on chapter activities
- Hold press conferences as needed
- Assist with spokespersons training

Chapter Library Coordinator(s)

- Assess chapter needs for establishing a Resource Library
- Identify specific books, videos, audio tapes, pamphlets and other information that your chapter should acquire for the resource library
- Solicit financial or in-kind contributions to acquire resources for the resource library
- Develop a lending library system to ensure that materials are borrowed, used and returned
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Speaker Coordinator(s)

- Design and provide speaker training to interested volunteers
- Serve as point of contact for organizations seeking speakers
- Place speakers with engagements
- Follow up with speakers to evaluate needs and success of presentation