



Sample PFLAG Chapter Committees

- **Fundraising and Membership Committee:**
 - Identify local sources of income such as foundations, major donors, and businesses
 - Develop and manage fundraising events
 - 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
 - Introduce new members and visitors to support group facilitators so they feel welcome and open to share during small group activities
- **Communications Committee:**
 - Newsletter and Annual Report:
 - Design layout of chapter newsletter
 - Write, collect and publish (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 Fundraising and Membership Committee
 - Lead the development of an annual report on PFLAG XXX's activities and outcomes
 - Public Relations:
 - 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
 - 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
- Social Media. Manage all aspects of PFLAG XXX's social media channels, including:
 - Develop an optimal posting schedule, considering web traffic and engagement metrics
 - Create engaging text, image, and video content to sustain readers' curiosity and create buzz around PFLAG activities
 - Process member requests to PFLAG XXX's private Facebook group
 - Respond to all comments and messages on PFLAG's social media channels
- **Volunteer Committee**
 - 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
 - Set up and/or maintain the chapter's helpline
 - Work with the Communications Committee to publicize the helpline
 - Coordinate full coverage for answering the helpline
 - Train volunteers to answer the helpline knowledgeably and confidently
 - Coordinate volunteers to welcome new members and visitors to PFLAG meetings
 - Arrange for refreshments to be available at meetings (if holding in-person meetings)
- **Support Committee:**
 - 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.
 - Assess chapter needs for establishing a Resource Library

- Identify specific books, videos, audiotapes, 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
- **Education Committee:**
 - Oversee all aspects of the scholarship program, including:
 - Developing a scholarship timeline
 - Maintaining the scholarship form and review of form, criteria for selection, qualifications
 - Scholarship committee and its function and responsibility
 - Board approval/acknowledgement of the recipient(s)
 - Documentation of notification to recipient(s) and his/her parent(s)
 - Verification of recipient(s)' enrollment in a higher learning institution
 - Documentation of scholarship funds to bursar of higher learning institution (and notification to board of such)
 - Develop new programs for upcoming chapter meetings
 - Read other chapter newsletters, PFLAG Voice, and PFLAGpole (provided by PFLAG National) for ideas on innovative chapter programs
 - Work with Volunteer Committee to involve others in program activities
 - 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
 - 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 Committee:**
 - 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 Program Committee); 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)

- Works with President and all other Committee Chairs to ensure that the chapter is welcoming and inclusive of people of color, bisexual and 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 the groups mentioned above.
- **Speakers Bureau Committee:**
 - Outreach to and build relationships with local businesses, schools, non-profits, etc. to offer speaking engagements
 - Respond to requests for speaking engagements and schedule speakers and panels
 - Recruit a diversity of chapter members to share their stories as members of the Speakers Bureau
 - Train speakers in how to tell a story and answer questions.
 - Moderate panel speaking engagements.
- **Support Group Committee**
 - Facilitate support meetings by offering structure, guidelines, and direction
 - Train other facilitators to support small groups or rotate facilitation
 - Write and read support meeting guidelines at the beginning of every meeting
- **Safe Schools Committee**
 - Outreach and connection to local school boards
 - Building relationships with school administrators, guidance personnel, PTO/As, and GSA/QSA faculty sponsors
 - Participation in local education coalition and partnerships (e.g. connection with GLSEN chapters and similar organizations)
 - Act as a liaison for resource referrals in conjunction with school administrators and with other youth serving organizations
 - Attendance and participation at local school board meetings
 - Chair safe schools committee