

## **PFLAG - Madison Volunteer Opportunities**

We have wonderful people handling some of these tasks & have openings for volunteers to enable us to continue our Mission of Support, Education & Advocacy

### **Meetings:**

Help set up table, name tags & have sign-in sheet available

Greeter for the chapter meetings to welcome newcomers

- Provide resource folders

- Ask individuals if they would like to be added to our newsletter list & forward contact info to Jim Whitney

- Call or email with a follow-up thank you & questionnaire

Folder assembler with resource information for first-time attendees

### **Farmer's Market - May through September:**

Coordinator to set up schedule on signupgenius.com & ensure all slots are filled

Monitor & store the booklets, stickers, flags, etc. & assist the Treasurer for re-ordering

Deliver & pick up supplies (table, chairs, banner, frame, booklets, etc.) every Saturday

Volunteer for a 2-hour shift on signupgenius.com or inform coordinator

**Telephone & Website** - if someone contacts us for help or information via phone (608-848-2333) or email (pflagmadison@yahoo.com), we need people to monitor these calls/emails:

Telephone hotline coordinator

- Keep a list of volunteers & their month for checking messages

- Provide instructions on how to retrieve messages

- Provide contact information of PFLAG members who will handle the messages

- Inform the Greeter of newcomers who may attend the next meeting from information provided by the phone message retriever

Phone message retriever

- Is a month-long commitment to check the hotline for messages

- Check the hotline daily or every other day & relay the message to the PFLAG member who will return the call

- Track monthly calls & report to the Coordinator

Website message retriever

- Check yahoo.com daily or every other day for email messages & relay them to the designated person(s) for follow up

### **Media:**

Webmaster

Newsletter writer who also distributes them via email or mail

Facebook postings

Contact local radio stations with meeting schedule & topic information

Contact local print media with meeting schedule & topic information

### **Community:**

Events liaison

Straight Spouse Network liaison

Transgender resource person

Join us: Become a Member, Board Member, Officer of PFLAG-Madison