

Get Involved With Surfrider Galveston!
Surfrider Galveston Volunteer Menu

General Assistance

Position	Discription	Hours Needed per Week	Name	Email
Tabeling	Help us host a table at local events to pass out literature and represent Surfrider Foundation.	0 to 2		
Flyer Distributors	Help distribute flyers for general meetings and other Surfrider events at local stores, libraries, colleges, etc.	0 to 2		
Website Content Contributor / Maintenance	Contribute news stories or fun facts to help populate the Surfrider Galveston website and keep it fresh. Maintaining an up-to-date chapter web site...	2 to 4		
Phone and Email Trees	A phone or email tree is a network of chapter members and individuals who agree to make a couple of phone calls or send messages to other activists, politicians or to one or two more people on the phone and email tree.	0 to 2		
PR Coordinator	Place and manage press for Surfrider Galveston campaigns and programs	1 to 2		
Education Coordinator	Create outreach and educational materials. Consider audiences for these materials, including Surfrider members, restaurants, elected officials, etc	1 to 2		
City Council Meeting Captains (2 people needed)	Keep an eye on the City Council meeting agendas for the cities in Galveston County and the agenda for the Galveston Beach Maintenance Committee to track for relevant issues	Must be available to attend evening City Council meetings as needed		
Program Coordinator:	A Program Coordinator is responsible for coordinating all the elements of a specific chapter program.	4 to 6		
Fundraising	Fundraising events and one-on-one solicitation	the more time the better!		
Monofiliment Recycle Station	Check one of four jettty recycle stations, collect contents and deliver to monthly SR Chapter meeting.	1		

Chapter Executive Committee Leadership

Chair	The Chair is the Chief Executive Officer of the Chapter and is responsible for fulfilling the mission of the chapter. The Chair presides at meetings of the chapter, the Executive Committee and has general supervision of the operation of the chapter. The Chair shall be an ex officio member of all committees of the chapter. The Chair shall transmit to the chapter all ideas and plans proposed by the Chapter Operations Director and Surfrider Foundation National Headquarters, which may affect the chapter or its members; and shall take no action binding upon the chapter without either specific prior authorization or subsequent ratification by the chapter or their Executive Committee. The chair is the primary contact with Surfrider Foundation National Headquarters.
Vice Chair	The Vice Chair shall perform duties that usually pertain to this office or as may be assigned by the Chair or the Executive Committee. The vice chair is responsible for planning, organizing and directing a program that ensures membership retention and membership growth.
Secretary	The Secretary is responsible for the chapter's records (minutes) and correspondence. The Secretary keeps an accurate record of the meetings and topics of discussion of the chapter and of the executive committee; and transmits the same to the successor in office. The Secretary is responsible for sending monthly reports to Surfrider Foundation National Headquarters and is also a primary contact to National Headquarters
Treasurer	The Treasurer is responsible for the chapter financial records. The Treasurer receives and disburses, with the approval of the chapter, all chapter funds; pays to an accurate and all undistributed funds to the successor in office. The Treasurer, along with the Chair, will be a co-signatory on the chapter bank account. account of all transactions. The Treasurer shall produce financial reports for SurfriderFoundation National all financial obligations of the chapter as they come due; and keeps the chapter to Surfrider Foundation National quarterly, and shall transmit the accounts and all undistributed funds to the successor in office. The Treasurer, along with the Chair, will be a co-signatory on the chapter bank account.
Volunteer Coordinator	The Volunteer Coordinator is responsible for managing the Chapter's volunteers and volunteer needs. Chapter volunteers would be managed by identifying volunteer interests (via the signup sheets) and creating pools of volunteers with similar interests. The volunteers can then be matched with the appropriate volunteer opportunity. Chapter volunteer needs would be met through recruiting from specific volunteer pools (see above) or through recruitment for the specific volunteer opportunity. This person would be a member of the Chapter Executive Committee, and therefore required to attend monthly Executive Committee meetings. Must be a light-hearted people person who works well with others and responds timely to email and phone communications
At large	At large positions fulfill a role on the Executive Committee, there will be two at-large positions that do not have to be voted on by the chapter rather the Executive Committee. At-large member can take on any project that is designated by Executive Committee.