

# **AHA & Parents –A Partnership That Works**

## **Parent Association Executive Committee:**

Getting involved at AHA is fun, rewarding, and sets great examples for our children, and the entire community! Consider being a part of the PA executive committee. The typical commitment is a 2-year term, however this can bend and flex as needed. The committee meets once a month for about 1.5-2 hours throughout the school year. The committee's mission is to support the AHA Community and to stay enthused while doing it!

**Here's a look at the current committee roles, and their main responsibilities.**

### **Executive Chair:**

**Annette Poelvoorde (has one 2024 graduate and one AHA alumni).**

#### **Main Duties include:**

- prep the agenda for each monthly meeting
- maintain as point of contact for AHA faculty for events including the PA
- attend 2-4 speaking engagements throughout the school year. Examples: Freshman Orientation, Freshman Parent Mixer, AHA open houses, etcetera.
- lead the Freshman Parent Mixer Event - with help from the whole committee
- be flexible to help advise on miscellaneous duties that come up throughout the year
- weekly commitment is around 45-60 minutes of email communication.
- Overall Time Commitment: an average of 4-6 dedicated hours a month

### **Volunteer Coordinator:**

**Kristi Koelfgen (has one 2024 graduate and one AHA alumni).**

#### **Main Duties include:**

- recruit and secure Chairs or Co-Chairs for AHA Parent Association Sponsored Events, as well as securing point-people for AHA events that need help from parents.
- assist Chairs in their own recruiting efforts for committee members and/or general volunteers for the events
- liaison with the Communications Director in order to post current needs through the school newsletter - Star Connections
- Spring season is busier than the rest of the year, during which personal recruitment happens and communicating volunteer needs for the next year's planning
- weekly commitment is around 30-45 minutes of email communication
- Overall Time Commitment: an average of 4-5 dedicated hours a month

**Treasurer:**

**Becky Egan (has one 2023 graduate, one 2024 graduate and one AHA alumni).**

**Main Duties include:**

• reconcile G/L to incoming deposits and monthly payments with an excel spreadsheet • record and track event spending as reported by Chairs and/ or receipts • forecast annual budget by partnering with AHA Administration/Finance Team and Executive PA committee • review/approve requests for reimbursement of expenses, by forwarding to AHA Finance Team for payment (ideally a 48 hour maximum response time) • weekly commitment is around 15-30 minutes of email communication • Overall Time Commitment: an average of 3-4 dedicated hours a month

**Communications Director:**

**Amanda Brooks (has one 2024 graduate, a STA Freshman and a Visitation alumni).**

**Main Duties include:**

• maintain Parent Association webpage content and Parent Volunteer Opportunities web page by partnering with AHA faculty Technology Integrationist/Webmaster • coordinate weekly Association and Event Chairs' posting needs in the weekly STARS Connections publication • update and maintain Parent Volunteer Resource Guide • coordinate student daily bulletin and parent emails as needed • weekly commitment is around 30-45 minutes of email communication. • Overall Time Commitment: an average of 3-4 dedicated hours a month

**Secretary:**

**Sara Hoepfner (has one 2024 graduate and one AHA alumni).**

**Main Duties include:**

• take notes of all agenda items during monthly PA meetings. • recap notes from each meeting in the form of minutes and sends them to all members of the Parent Association for approval. • provide final draft to Communication Director for posting to our webpage • weekly commitment is around 15 minutes of email communication • Overall Time Commitment: an average of 2-3 dedicated hours a month