

## **ASMS Parent Association Structure**

### **Executive Committee** - elected

President;

First Vice President / Chair of Advancement (Fundraising) Committee;

Second Vice President / Chair of Volunteerism Committee;

Secretary;

Treasurer;

Legislative Committee Chair;

Communications Officer.

President - Specific to ASMS, the president shall serve as a member of all committees. Shall attend ASMS Board of Directors meetings as well as the ASMS Foundation Board of Directors meetings. If the president is unable to attend a board meeting they will arrange for another member of the ASMS PA Executive Committee to attend.

First Vice President - Seeks to promote programs enlisting the financial support of parents and parent related resources. Organizes parent association fundraisers. Implements program to assist and encourage parents in reaching out to possible corporate or major donors in their community. Liaise with Development.

The Second Vice President - Mobilizes parents to be involved in ASMS. Organizes parent volunteers to meet the needs of ASMS and ASMS Events. Coordinates, collects, and maintains ASMS PA memberships.

Secretary - Records the minutes of all ASMS PA Executive and General Membership meetings Has the minutes of all meetings available for online publication within 30 days of committee meetings.

Treasurer - Maintain a clear, complete, accurate and timely record of all monies collected and disbursed by the ASMS PA, and report thereon in a written report to the executive committee at each meeting of the committee and as otherwise called upon to do so. Coordinates disbursements with ASMS as authorized by the President, or a Vice President in the President's absence.

Legislative Committee Chair - Encourages parents to communicate with their local legislators to facilitate positive public awareness and legislative changes. Liaise with Development.

Communication Officer - Coordinates the ASMS PA general meetings and any other special-called PA meetings as approved by the PA Board. Monitors the ASMS Parent Association webpage for correct information. Facilitates inclusion of distance parents in Parent Association meetings possibly in a webinar format. Creates a Family Guidebook. Monitors the guidebook for improvements and clarification. Makes ASMS staff aware of items parents wish to add to the Guidebook. Reviews student population permanent resident trends and make recommendations for redefinition of Areas.

### **Area Representatives and Hall Parents-**

Area Representatives - Facilitates community building with area parents and opens a dialogue with parents to discuss and share any suggestions or concerns. Hosts summer Meet & Greet for returning and incoming students and parents. Throughout the year, Area Representatives contact their 'constituents' either individually or with an area meeting and encourage the parents to voice their concerns or suggestions. The PA President or Vice Presidents are available to share private parent concerns with the proper school authorities. There may be multiple area representatives in each region. The area representative with seniority leads.

Hall Parents - Hall parents organize regular hall dinners and social events. Communicate with parents of other students on the hall and encourage the parents to voice their concerns or suggestions. The PA President or Vice President are available to share private parent concerns with the proper school authorities. There may be multiple hall parents on each hall. The hall parent with seniority leads.