

AHHS Alumni Association Officer and Team Descriptions

(contact volunteers@ahhsalumni.org to volunteer or call Sue Tarlton, 212-942-0110)

A team approach to these jobs seems the best way to accomplish all that needs to get done within the next few years. Look over this list to see if you'd like a leadership position or a team member role. We are expecting most jobs can be done no matter where you live. A couple of them require a Fort Worth area presence.

This list is continuing to evolve. If you have a question or want more information, please contact volunteers@ahhsalumni.org.

- **President** – works with all team leaders; be sure all tasks are completed in a timely manner
- **First Vice President / President Elect** – will become President, manages publicity and special projects
- **Recording Secretary**

The Recording Secretary keeps track of people, officer duties and meetings. You'd compile and distribute the meeting minutes whenever there was a Board meeting or a full Association meeting. I envision many of the Board meetings being by phone. You'd be a liaison to the Harris database (an easy job!) and would help members validate their information if they need assistance. (The 'validation' is very, very easy and just needs some directions written.) You'd keep the most updated list of officers and teams, complete with their contact information. The Volunteer Coordinator would provide you with the list and contact information ... you'd just keep track of it. Eventually, as there are events, you'd be sure the meeting minutes for those events are given to you so you would know all that was going on everywhere. No events are yet planned, though.
- **Corresponding Secretary**

The Corresponding Secretary corresponds with members, donors, scholarship recipients and their schools. You'd answer questions of members. You'd manage the response@ahhsalumni.org e-mail address and forward queries to the correct officer/team for follow-up. (Currently, there are about 10 notes a week in there.) You'd follow up on the follow up -- nothing serious; you'd just be sure the e-mails you forwarded are getting answered so you'd probably need to keep some sort of informal log. We see this job as expanding to handle Communications of all sorts ... Facebook, Twitter, website, etc. There would be a Communications Team and you'd be the point person for it. The Communications Team would support you and support being sure our members get current information. Presumably, you'd let the Communications Team Leader just tell you what's going on. But, if you needed something done, they'd be the 'arms and legs' to do that for you. For example, they'd do mass mailings using the Harris database; you wouldn't, although you'd be sure it was worded properly.
- **Scholarship Chairman** – award scholarships
- **School Liaison** – communicate with AHHS and Alumni Association
- **Treasurer** – record-keeping and funds management

Please contact volunteers@ahhs.org for a detailed description of the duties and responsibilities of this officer and team.

- **Bylaws Team** – update the Association Bylaws to include technology
- **Information/Communications Team** – be sure communication is clear and informative, increase communication with AHHS, community, members, potential members, donors, friends
- **Technology Team** – manage and expand technology within the Association
- **Class Representatives** – represent your class year to the Reunion Team and others within the Alumni Association, facilitate communication so people feel part of the Association and so the Association provides what your class and class members need
- **Decade Representatives** – represent ten years of classes to the Reunion Team and others within the Alumni Association, facilitate communication to all 10 years' Class Representatives
- **Photography Team** – take and contribute photographs of Association events; add photos to the Alumni Association website
- **Membership Team** – encourage growth and activity with the Association
- **Fund-Raising Team** – consistently generate new funds for scholarships whether through events or campaigns
- **Events Team** – plan, conduct and complete events for the Association to encourage fun!