

# AHHS Alumni Association Needs You!

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

## What **skills** would you like to contribute?

There are Teams in addition to the Officers listed on the next page, so you'll make new friends and make a difference:

- **Reporting** – keeping the website content fresh, fact-checking, story ideas and follow-through
- **Writing** – all kinds: fact, fiction, poetry, interviews
- **Scholarship** – attracting and reviewing applications, selecting recipients (most of this job is done in April and May and takes about 20 hours)
- **Public relations** – generate and distribute positive messages about AHHS and the Alumni Association, perhaps train others in interviewing, speaking, perhaps start a speakers bureau
- **Marketing** – assist in planning membership campaign, events, fund-raising, actively engaging members
- **Fund-raising** – planning, working with Event Team, assessing and choosing ideas, actively seeking funds for scholarships
- **Communications** of all kinds – written, verbal, Facebook, Twitter, phone calls, in-person presentations
- **Event creation and management** – planning, conducting, follow-up
- **Project management** – work with teams to ensure calendar integrity
- **Data entry** – typing in new information, comparing information
- **Proofreading** – needed for all communications from the Association, especially the website
- **Administration** – whatever administrative tasks are necessary such as organizing, supporting teams and team leaders, being backup for various people, etc.
- **Website design** – improve the current website design; accept and analyze suggestions; provide graphics; work with the Technology Team to implement the design
- **Website maintenance** – use or learn Joomla to do front end and back end changes and updates to the website, note: great training is available for Joomla
- **Technology** of any sort – work with Technology Team Leader, Larry Westmoreland
- **Persuasion** – attracting and keeping members, managing liaison groups and teaching negotiation
- **Creativity** of all kinds – brainstorming, problem-solving, art (graphic, fine art, music, etc.)
- **Fun** – to be determined what this group does ... main function is to keep the Association vibrant
- **Photography** – taking and logging pictures, contributing to website layouts
- **Graphic artists** – creating our brand, jazzing up notices, advising about “look” of pieces

**Know of someone perfect for the above? Let us know and we'll follow up!**

***Officer positions are listed on next page ... we can fit your skills into a Team or you can create a new Team!***

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## What **officer title** fits you?

**Immediate openings** for officers, team leaders and team members:

- **President** – works with all team leaders
- **First Vice President / President Elect** – will become President, manages publicity, special projects
- **Recording Secretary** – keep track of people, officer duties, meetings
- **Corresponding Secretary Team** – communicate with members and others
- **Information/Communications Committee** – be sure communication is clear and informative, increase communication with AHHS, community, members, potential members, donors, friends
- **Scholarship Chairman** – award scholarships
- **School Liaison Team** – communicate with AHHS and Alumni Association
- **Treasurer** – record-keeping and funds management
- **Bylaws Committee** – update the Association Bylaws to include technology
- **Technology Committee** – 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
- **Photographer** – taking and contributing photographs of Association events

**Know of someone perfect for the above? Let us know and we'll follow up!**

***Needed skills are listed on the previous page ... your skills are needed across the entire organization!***