

## **PAST Board positions descriptions**

### **President**

Coordinates the work and the activities of the board, sends notices of meetings and presides at all meetings, works with the Headmaster on calendar details and events and more.

### **Vice President**

Serves as an aide to the president, presides at meetings in the absence of the president. Coordinates and oversees Class Representatives, maintains the calendar and more.

### **Secretary**

Records the minutes of all meetings and provides electronic copies to all board members, sends copies of minutes to be posted on the PAST website. Keeps record of attendance at PAST meetings, maintains a current list of officers and more.

### **Treasurer**

Keeps books of all accounts, presents financial reports at all meetings, presents books to the Financial Review Committee (internal audit), files tax forms with local (CISD), state and federal authorities. Prepares and presents annual PAST budget and more.

### **Parliamentarian**

This is usually a past President or s past board member. Enforces the provisions of the bylaws and advises the board on questions of parliamentary procedures and more.

### **Academics/Explorations**

Works closely with the Headmaster, organizes and coordinates Explorations lectures ( Fall and Spring Series), reaches out to the business and science community to invite speakers and to organize explorations tours for students.

### **Volunteer Coordinator**

Keeps record of all potential volunteers, sends out sign up sheets for AST and PAST events in order to recruit necessary volunteers and more.

### **Fundraising/Apparel**

Manages ordering of the AST apparel and the sale of advertising for the AST Directory.

### **Membership**

Keeps track of membership data and reports membership statistics to the board. Keeps a record of donors (corporate and individual) to be highlighted in the Directory and more.

### **Hospitality**

This committee provides refreshments at students events such as donut days, at the

Headmaster's events, such as Coffee with the Headmaster and at PAST and AST events, such as the All Academy Picnic, AST information night and more.

### **Teacher Appreciation**

Coordinates monthly teacher appreciation events for the AST teachers and staff, by inviting parents/volunteers to contribute and help setting up the events.

### **Communications/Website**

Maintains the website, improves the interface, uploads files and pictures, changes forms, and more.

### **Directory**

Gathers all information necessary for the AST Directory and prepares its publication.

### **Senior Gala**

Organizes the AST Senior Gala event for AST senior class, their families and the AST teachers and staff. Coordinates with the venue, decorates according to the chosen theme, advertises, sells tickets and more.

### **Funds & Grants**

Reaches out to the business community to encourage donorship and sponsorship for AST and its events, competitions and more.

### **Loyalty Programs**

Coordinates and keeps track of existing loyalty programs ( Kroger, Amazon), looks for new opportunities and advertises participation in the loyalty programs to the AST community.

### **Alumni Network**

Maintains communications with AST alumni. Serves as administrator for social networking (AST Current and Alumni Facebook pages)

### **AST Profile**

Works closely with the Headmaster, gathers information for the AST Profile and manages its publication. The Profile is sent out along with the college applications.

### **Historian**

Attends various AST events and takes and collects photos for the AST Scrapbook. Parents/volunteers are often necessary to cover multiple events and take photos. Submits the annual AST Senior ad for the CP Yearbook.

### **TWCP PTO Liaison**

Maintains contact with the CP PTO organization, attends monthly CP PTO meetings where he/she presents and advertises AST events and presents and advertises CP events to the AST community.

**Trivia Night/Special Events**

Organizes and coordinates the annual Academy Trivia night and other special events, such as the annual AST Pool Party.

**Google Maps**

Sets up an electronic carpooling map available to all Academy families based on the information from the AST Directory.

**Class Representatives**

Parents Representatives for each AST graduating class maintain communications with their class, organize and advertise students' and parents' events, such as parents coffee, students lunches or picnics and more.