



# APMA Board Committee Descriptions

## Committee Chair Job Description

- Attend all committee meetings
- Call and preside over meetings of the committee
- Set the agenda for committee meetings
- Recruit parent volunteers/other board members
- Oversees the logistics of committee's operations
- Assign note-taker for committee meetings
- Record decisions and recommendations made by the committee
- Report the committee's recommendations to the Steering Committee or the full Governing Board
- Work with the Steering Committee to decide who serves on the committee
- Delegate responsibilities to other committee members and encourage their full participation
- Evaluate the work of the committee

## Committee Member Job Description

- Regularly attends committee meetings and important related meetings
- Makes serious commitment to participate actively in committee work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus
- Is an active participant in the committee's annual evaluation and planning efforts



## APMA Board Committee Descriptions

### Board Committee: Facilities

**Committee Chair:** APMA member appointed by the Steering Committee, based on APMA Interest Form

**Committee Members:** Interested Faculty and APMA members; interested parents & community members

Identified Action Committees:

- Planning (Expansion)
- Playground & Outdoor Environment
- Storage

**Priorities:** Optimize existing facilities to more effectively support programs and reflect the Montessori community while simultaneously planning for a viable growth plan.

### Board Committee: Programs

**Committee Chair:** APMA member appointed by the Steering Committee, based on APMA Interest Form

**Committee Members:** Interested Faculty and APMA members; interested parents & community members

Identified Action Committees:

- Alternative Scheduling
- Summer School
- Performing & Visual Arts

**Priorities:** Continually explore and implement new, relevant Montessori learning opportunities to nurture the potential of all children at APM to learn to love to learn.



## APMA Board Committee Descriptions

### **Board Committee: APM Community**

**Committee Chair:** APMA member appointed by the Steering Committee, based on APMA Interest Form

**Committee Members:** Interested Faculty and APMA members; interested parents & community members

Identified Action Committees:

- Events
- Yearbook

**Priorities:** Strengthen the sense of community and connection among parents, students and staff through intentional engagement of parents and initiatives to facilitate students' growth and success in the Montessori methodology.

### **Board Committee: Resource**

**Committee Chair:** APMA member appointed by the Steering Committee, based on APMA Interest Form

**Committee Members:** Interested Faculty and APMA members; interested parents & community members

Identified Action Committees:

- Fundraising
- Grants
- Expansion
- Community Partnerships

**Priorities:** Strengthen the financial platform to serve the mission, sustainability and planned growth of the school.