St. Albans enjoys one of the most active and engaged parent associations in the nation. Through their combined generosity of time, expertise and financial resources, current parents help STA to thrive as an exceptionally supportive living and learning environment for a diversity of talented students, faculty, and staff.

Parent Annual Giving Form Chairs play a particularly vital role in the life of the School through their efforts to solicit annual gifts from current parents and provide leadership and inspiration to peer volunteers (Parent Annual Giving Form Volunteers). In turn, the Annual Giving contributions solicited enable St. Albans to provide top notch opportunities for learning and discovery; to extend scholarship aid to every student who needs it; to support faculty members and their programs; and to help meet ongoing and emerging needs and challenges.

**GENERAL REQUIREMENTS**

Parent Annual Giving Form Chairs support the general mission of St. Albans School and maintain a working knowledge of current programs, projects, and needs. S/He works closely with their Division Chair(s), Development Office Staff, and Form Volunteers to communicate the news and needs of the School effectively with current parents, facilitate effective solicitation and participation of parents in each Form, recruit and oversee a corps of parent volunteers, and publicly promote St. Albans and the Annual Giving program.

Each year Annual Giving generates funds that cover close to nine percent of the School’s operating budget, nearly 50 percent of which comes from current parent contributions. To this end, Parent Annual Giving Form Chairs play a critically important role in ensuring the continued financial health and success of the School.

**SPECIFIC RESPONSIBILITIES**

1. Work with the Annual Giving Staff and the Annual Giving Chair to recruit, manage, and advise an active and engaged group of parent volunteers from the Form. Each volunteer will be asked to solicit and secure a specific gift for Annual Giving from 5 – 10 families (a team of 6 – 15 volunteers total). The size of the team will vary depending on how many families are in a given Form.

2. Personally solicit and secure specific gifts to Annual Giving from 5 – 10 families from the Form.

3. Periodically speak on behalf of the Annual Giving program at class and School sponsored events and place Annual Giving reminders and notice of class participation progress in the weekly Form email newsletters.

4. Attend the following meetings and events:
   - Parent Volunteer Orientation and Kickoff Dinner
   - Parent Volunteer Follow-up Meeting

5. If possible, attend the following events:
   - Form Meetings (2 – 3 per year, especially fall & spring)
   - Headmaster’s Associates Reception
   - Holiday Reception for Development Office Volunteers
   - Parent Dinner

**Term:** One fiscal year (7/1-6/30)