

ALL SAINTS CATHOLIC SCHOOL HSA BOARD MEMBERS

1

PRESIDENT

2 YEAR TERM

- *Preside over all HSA Meetings and Executive Committee Meetings*
- *Coordinate the work of the officers and committees*

VICE PRESIDENT

2 YEAR TERM

- *Aid to the President*
- *Perform duties of President in President's Absense*

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TREASURER

2 YEAR TERM

- *Responsible for receipt of all funds for the HSA and keeping account of dues, receipts and expenditures*
- *Payments for any expenditures*
- *Provide financial brief at HSA Meetings*

signing authorities held by HSA President, HSA Vice President, ASCS Principal, Pastor Moderator

RECORDING SECRETARY

1 YEAR TERM

- *Responsible for recording and posting of the minutes for the HSA Meetings and any Executive Board Meetings*

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CORRESPONDING SECRETARY

1 YEAR TERM

- *Responsible for external HSA correspondence such as thank you cards for donors, benefactors, volunteers, ect.*
- *Sending notice of Executive Board meetings to members*

MEMBER-AT-LARGE

1 YEAR TERM

- *Provides support to HSA functions and events as needed*

This is a great way to get involved before moving into other HSA Roles!

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VOLUNTEER COORDINATOR

- *Organize volunteer forms at the start of school year and provide spreadsheet of volunteer data for school functions and events*
- *Attend initial meetings for events to assure enough volunteers/recruit volunteers as needed*

ALL ROLES

- *Attend Monthly HSA Meetings
-Usually held in mornings, right after school drop off - aprx 60 min

- *Participate in HSA Events
-Helping with promoting for tickets, fundraising contacts, assistance to chairpersons, attendance at event, etc

ANNUAL
NOMINATIONS
TAKE PLACE IN THE
SECOND
SEMESTER
FOR POSITIONS IN
THE NEXT COMING
SCHOOL YEAR