

HSA Board Job Descriptions

Please contact us at hsa@ihm.org if you are interested or would like more information

President

- Work with Executive Board to plan the yearly slate of HSA fundraising and community activities and programs.
- Prepare for and preside over meetings in regard to “what is next” on the calendar
- Meet with principal on a regular basis, secure necessary permissions for new activities, advertising materials, etc

Vice President (split between Co-VPs)

- Liaise with Committee Chairs to ensure procedures and policies are followed.
- Coordinate calendar and confirm activity chairs for following year
- Coordinate Staff Mini Grants
- Review and update bylaws and HSA webpage as necessary

Treasurer

- The Treasurer shall keep an accurate record of receipts and expenditures and reconcile these records to the monthly financial statements of the Parish Accountant.
- Prepare the annual budget forecasting the Home and School Association’s financial activities for the following school year. This will be submitted to the Parish Accountant in March in order to be included in the annual parish financial forecasting process.

Communications Manager

- Coordinate flow of all HSA Activity, Event, and Project Communications
- Create flyers and other advertising materials for HSA Projects when requested

HSA Board Secretary

- Prepares and posts (when applicable) all meeting agendas and maintains an accurate record of voting.
- Takes meeting minutes and posts them to the HSA portion of the school web-site upon Board approval (when applicable, Open Meeting, Board Meetings do not need to have minute posted).
- Responsible for thank you notes when necessary, maintaining meeting attendance, and keeping time, upkeep of any procedure manuals, and updating and providing templates for various use (ex. volunteer sign-ups for Back to School night).

Homeroom Parent Coordinator

- Responsible for recruiting Homeroom Parent volunteers for each classroom.
- Facilitate communications between the board and the parents related to special events, fundraisers and policies.
- Participate in events planning including the Bi-yearly Gala, and other board sponsored events as well as plan the Open House during Catholic Schools Week.
- Assist in tracking of 8th grade volunteer hours

Ways and Means (Fundraising Committee) 2 to 3 volunteers

- Research and Organize fundraising initiatives that will help meet HSA's yearly financial goals.
- Assess ongoing fundraising initiatives. Do they make sense, do changes need to be made, are some fundraisers outdated and in need of replacement? (HSA Board approval necessary for removal or implementation of fundraising initiatives)