



## **HSA EXECUTIVE COMMITTEE OFFICES AND RESPONSIBILITIES**

The position of **PRESIDENT** has been filled by a previous HSA member, according to the school by-laws.

The **FIRST VICE-PRESIDENT** shall perform the duties as are incumbent to the president in the absence of the president. If the office of president is vacated prior to the end of the president's term, the first vice-president shall serve as president for the remainder of the term. The first vice-president shall be the liaison (or delegate to another H.S.A. Member) to the Connecticut Federation of Catholic School Parents.

The **SECOND VICE-PRESIDENT** shall maintain a clear channel of communication, on behalf of this organization, with the School Board and Parish Council. This may be done by attending meetings (or delegating to another member) and regular communication to these two groups providing updates on H.S.A activities and the organization's general condition. The Second Vice President shall also serve as the Chair of the Nominating Committee.

The **RECORDING SECRETARY** will record attendance at each executive board meeting, take accurate minutes of each meeting and take responsibility for distributing these minutes in a timely manner. It is recommended that the Recording Secretary also edit minutes to be published for the general membership, School Board and Parish Council.

The **CORRESPONDING SECRETARY** will take responsibility for any correspondence that is necessary from the executive board and communicate all pertinent information (including the dates of Executive Board meetings) to the Principal (or other) to be included in communications to school children, teachers, parents and guardians.

The **TREASURER** will keep accurate record of any fundraising activity sponsored by the Home and School Association. The treasurer will keep accurate records of monies applied to each family's assessment and will in turn communicate in a timely manner, to both the administration and individual families, their assessment status. The treasurer is also responsible ensuring a budget is created for each fundraising activity. The Treasurer must also review each budget. The treasurer is responsible for ensuring that all chairpersons of fundraising activities have received proper training in regards to the procedures for handling monies. The treasurer is responsible for reporting accurately an accounting of each fundraising activity.