

Executive Board Job Descriptions

President:

- Preside and lead all meetings of the HSA and the Executive Board.
- Prepare agendas for the General Open Meetings, in consultation with the Principal and the Program Committee.
- Appoint chairpersons of fundraiser committees/events, with the approval of the Executive Board and Principal.
- Oversee the function and performance of all Executive Board members and committee chairs.
- Maintain open communication with the Principal and School Advisory Board.

Vice President:

- Perform all duties of the President in the President's absence.
- Shall be the chairperson of social and hospitality committee for General Open Meetings.
- Support the President in all meetings and ensure all necessary committee members are in attendance or up to speed on all events.

Corresponding Secretary:

- Prepare and disseminate correspondence and communication/flyers from the HSA including notice of all meetings.
- Keep a copy of the By-Laws and Standing Rules at all meetings.

Recording Secretary:

- Record minutes of General and Executive Board meetings and submit copies to the members of the Executive Board and the Principal for approval and posting.
- Supervise taking of attendance at Executive Board meetings and include attendance figures in the minutes.

Treasurer:

- Receive all funds of the HSA
- Keep an accurate account of deposits and expenditures.
- Make only such payment as are authorized by the Principal.
- Submit a monthly financial statement to the Executive Board and Principal.
- Submit a financial report at all General Open HSA meetings.
- Prepare a year-end financial statement.
- Coordinate with the Fundraising Chair to reconcile all monies collected from fundraising activities.