



HOME SCHOOL ASSOCIATION NOMINATIONS

2019-2021 School Years

We are currently seeking nominations for Vice President-Social, Vice President-Fundraising, Vice President-Enrichment and Treasurer of the HSA Executive Board for the 2019-2021 school years. **Please be advised the Vice President-Social will serve one year and then become President in the second year.** If you would like to nominate someone who is willing to contribute his/her time and abilities to serve on the Executive Board, please complete the form and return it to the office in a sealed envelope marked “HSA Nominations” by Friday, March 1, 2019.

You are welcome to nominate yourself. Please submit only one nomination per position and please include your name on the form.

Each nominee will be asked to submit a biography and to outline his/her reasons for seeking the position. These biographies will be distributed along with the ballots in March.

Please see the following page for a complete job description of each available position.

Vice President, Social: I would like to nominate _____

Vice President, Enrichment: I would like to nominate _____

Vice President, Fundraising: I would like to nominate _____

Treasurer: I would like to nominate _____

Your Name



The **VICE PRESIDENT, SOCIAL** shall:

- Serve a one-year term for the first year in office, then move into the President role for the second year of his/her term.
- Work closely with all committee chairs under Social, approve budgets, approve communications and coordinate the calendar of social events with the HSA Executive Board.
- Be involved in social events for Academy of our Lady community.
- Perform additional duties as assigned by the President.

The **VICE PRESIDENT, ENRICHMENT** shall:

- Serve a two-year term.
- Work to enhance the education of the student's academics by assisting with the selection of school assemblies, field trips, and Catholic Schools Week.
- Work closely with all committee chairs under Enrichment, approve budgets, approve communications and coordinate the calendar of Enrichment events with the HSA Executive Board.
- Be involved with Enrichment activities for Academy of Our Lady
- Perform additional duties as assigned by the President.

The **VICE PRESIDENT, FUNDRAISING** shall:

- Serve a two-year term.
- Work closely with all committee chairs under Fundraising, approve budgets, approve communications and coordinate the calendar of Fundraising events with the HSA Executive Board.
- Be involved in Fundraising opportunities at Academy of Our Lady
- Perform additional duties as assigned by the President.

The **TREASURER** shall:

- Serve a two-year term.
- Collect and deposit all monies received through fundraising and contributions.
- Issue disbursements as authorized by the HSA Board and Principal
- Maintain records of all receipts and expenditures
- Serve as ex-officio member of all fundraising committees to coordinate and help prepare fundraising reports.
- Provide a written monthly cash accounting of all income and expenditures at the Executive Board and General HSA Membership meetings.
- Perform additional duties as assigned by the President.



The **PRESIDENT** shall:

- Serve a one-year term.
- Preside at and administer all regular, special and HSA Board Meetings.
- Serve as an ex-officio member of the School Advisory Board.
- Serve as an ex-officio member of all HSA committees.
- Perform the duties that are incumbent of this office.
- Appoint the committee chairpersons for two-year terms.