



Holding a position on the Home School Association (HSA) Board allows you the opportunity assist in setting and achieving the goals of Our Lady of the Lake. It lets you hear first hand from the Principal the direction the school is taking and how that direction will impact the education of your child(ren).

For the 2018-2019 school year, there are 8 available HSA Positions; 3 Executive Board positions and 5 Committee Chair/Coordinator positions. Please consider taking on a leadership role in the OLL HSA. It is a wonderful way to become more involved in your child(ren)'s school life. If you are interested in serving on the HSA Board for the 2018-2019 school year, please submit a Board Position Biography form to the HSA Nominating Committee, care of Peggy Wood either by email at [firstvp@myoll.org](mailto:firstvp@myoll.org) or place it in an envelope marked "HSA Nominating Committee" and submit to the school office. Submissions should be received by April 1, 2018.

### **GENERAL INFORMATION**

- Board members are expected to attend monthly board meetings and all (3) general HSA meetings and any special committee meetings related to their position.
- If there is more than one candidate for a position, there will be an election by anonymous vote at the last general HSA meeting of the year to determine who will fulfill the open position. (All HSA members are eligible to vote.)
- If elected, Executive Board positions (First Vice President, Treasurer and Recording Secretary) are for a two year term; Committee Chair or Coordinator positions are for a one year term with an option to extend for a second year.
- Terms run from July 1 through June 30th of either the following year or the second following year, as applicable.
- Newly elected members will receive an informational guide from exiting volunteer to ease transition and learning curve.

### **OPEN POSITIONS**

#### First Vice President

- Shall serve as an assistant to the President and shall perform the duties of President in the absence or inability of that officer to serve.
- He/She shall coordinate the general activities of any special committees created by the Executive Board, including oversight of fundraising initiatives and the nominating committee.
- The First Vice President shall convene the Nominating Committee.

#### Treasurer

- Shall be responsible for and have all custody of funds for Our Lady of the Lake Home School Association.
- The Treasurer shall keep accurate financial records of all receipts and disbursements concerning the Association activities.
- The Treasurer shall work with the Principal and Executive Board to develop a budget to be distributed and approved by the members of the Association.
- The Treasurer will make financial reports at all general meetings, board meetings, and at other times requested by the Executive Board.
- The Treasurer shall deposit all funds of the Association.

### Recording Secretary

- Shall be responsible for maintaining complete records of all proceedings and correspondence of the Association, including:
- Record minutes at each general, board, and executive board meeting;
- Ensure that the agenda for all Association meetings is typed and distributed to the General Membership in a timely manner.
- Maintain a list of the current Board, their title and contact information for use by the Board Members and for distribution to the General Membership.
- Records Retention. By June 30th each year, the Secretary must reconcile all minutes and update the physical and electronic files.

### Activities Co-Chairs (2 available positions)

- The Chairs will serve to support individual event chairs in planning and staffing extra-curricular and after-school functions and events for the students and families of the Our Lady of the Lake School.
- The Activities Chairs shall serve as the liaisons between event chairs and the Board, will report to the Executive Board on the status of events and recommend other activities they deem appropriate.

### Environment Co-Chair

- He/She is responsible for ensuring that the cafeteria, cafeteria bulletin board and hallways are decorated to reflect holidays, seasons and events in the school.
- The Co-Chair will work closely with the Principal, faculty and staff to design and facilitate themes and generally work to keep the school looking great.
- The Co-Chair will have access to materials already on hand at the School and may secure funds from the Treasurer by submitting a written request.
- The Co-Chair will report monthly during Board Meetings and by request.

### Volunteer Coordinator

- Support all school initiatives by encouraging and garnering volunteers from the school community.
- Partner with President, Vice Presidents, Classroom Coordinators and Activities Chairs and Committee to help ensure that activities are properly staffed.

### Fundraising Co-Chair

- He/She is responsible for the development of new fundraising initiatives, the continuation of existing fundraising initiatives.
- Marketing fundraisers via e-blast, social media, flyers etc.
- Partner with the Co-Chair to evaluate the viability of each fundraiser.