

HASA Executive Board Duties

All Executive Board members should plan to attend monthly Board and General meetings, attend HASA-sponsored events if able, and participate in the nominating committee for the following year.

	President	Vice President	Treasurer
Official Duties	<p><u>Ongoing Duties</u></p> <ul style="list-style-type: none"> • Coordinate and oversee all HASA activities during the year (You'll have plenty of help from the amazing committee chairpeople!) • Attend School Board meeting and give updates on HASA events (Haven't you always wondered what goes on at those meetings?) • Facilitate HASA policy changes with the HASA Board • Preside at the HASA Board and General meetings (this is your chance to keep those meetings short and sweet!) • Maintain FaceBook page (Your child can be the star!) <p><u>One-time Duties</u></p> <p><u>Summer/Early Fall</u></p> <ul style="list-style-type: none"> • Find/confirm committee heads for various events (Usually in place already, may need to replace a few) • Submit upcoming year's Calendar of Events to the Pastor and Principal for their approval <p><u>Winter/Spring</u></p> <ul style="list-style-type: none"> • Arrange calendar party to discuss next year's events and budget; coordinate w/ Parish for bldg. use • Serve on spring fundraiser event committee, if needed <p><u>Additional Meetings</u></p> <ul style="list-style-type: none"> • School Board (not always held every month!!) • Principal – in preparation for HASA General, could be telephone/e-mail meeting 	<p><u>Ongoing Duties</u></p> <ul style="list-style-type: none"> • Assume the responsibility of the president in his/her absence, assume the duties of the office until the next annual election if the office of the president is vacated • Set HASA Board meeting date each month • Facilitate distribution of duties for HASA General Meeting each month (prayer, open, close, copies) • Input calendar updates on HASA webpage • Organize/maintain Dropbox documents • Assist w/ FaceBook page (Your child can be the costar!) • Document updates to HASA By-laws <p><u>One-time Duties</u></p> <p><u>Summer/Early Fall</u></p> <ul style="list-style-type: none"> • Write welcome notes to committee chairpeople <p><u>Winter/Spring</u></p> <ul style="list-style-type: none"> • Serve on spring fundraiser event committee, if needed • Attend spring calendar party to discuss next year's events and budget 	<p><u>Ongoing Duties</u></p> <ul style="list-style-type: none"> • Collect financial reports; deposit slips and bills from chairs of all fundraising events • Assume responsibility for monthly bank reconciliation and payment of association bills <ul style="list-style-type: none"> ➤ Meet with Parish accountant on regular basis to reconcile bills and payments • Give financial report at each HASA Board and General meeting • Maintain list of motions passed w/ spending amounts for website and include in Lion <p><u>One-time Duties</u></p> <p><u>Summer/Early Fall</u></p> <ul style="list-style-type: none"> • Set budgets for each activity w/ help of Board and committee chairperson, if appropriate <p><u>Winter/Spring</u></p> <ul style="list-style-type: none"> • Submit an annual financial to the Parish Ctr by 30 June of each year • Serve on spring fundraiser event committee, if needed • Attend spring calendar party to discuss next year's events and budget <p><u>Additional Meetings</u></p> <ul style="list-style-type: none"> • Parish accountant, bi-monthly or as needed

	Recording Secretary	Corresponding Secretary	Communications Officer
Official Duties	<p><u>Ongoing Duties</u></p> <ul style="list-style-type: none"> Record, distribute and keep the minutes for all HASA Board and General meetings <ul style="list-style-type: none"> ➤ Circulate a rough draft of the minutes to the HASA Board and administration for corrections or additions ➤ Send out finalized copy via email blast ➤ Post finalized copy on HASA website in a timely manner Work w/ treasurer on keeping motions document updated and submitted to Lion First assist for HASA e-blasts, if needed (If Communications Officer heeds help) <p><u>One-time Duties</u></p> <p><u>Summer/Early Fall</u></p> <ul style="list-style-type: none"> Assist with preparation for the orientation reception in the beginning of the school year <p><u>Winter/Spring</u></p> <ul style="list-style-type: none"> Serve on spring fundraiser event committee, if needed Attend spring calendar party to discuss next year's events and budget 	<p><u>Ongoing Duties</u></p> <ul style="list-style-type: none"> Notify Board members, Principal and Pastor of upcoming Board meetings Notify parents of all General meeting dates via email blasts Manage <i>Have You Filled A Bucket</i> appreciation notes for staff/parents at monthly meetings Hand out cards of acknowledgement (congrats, births, sympathy, etc.) & Mass cards, as needed Second assist for HASA eblasts, if needed (If Communications Officer heeds help) Track use of copier in school copy room Invite School Board and parish council members to HASA sponsored events <p><u>One-time Duties</u></p> <p><u>Summer/Early Fall</u></p> <ul style="list-style-type: none"> Direct new Board members to the HASA webpage for review of the HASA constitution, bylaws and handbook Write welcome notes to new families <p><u>Winter/Spring</u></p> <ul style="list-style-type: none"> Attend spring calendar party to discuss next year's events and budget Serve on spring fundraiser event committee, if needed 	<p><u>Ongoing Duties</u></p> <ul style="list-style-type: none"> With approval from administration, prepare/submit press releases for HASA functions to local papers - The Catholic Review, Baltimore Sun, Catonsville Times, Arbutus Times (haven't you always wanted to do PR?) Submit advertisements for HASA functions in other parish's weekly bulletins Submit updates for the Weekly Lion Act as liaison between parents and the administration, faculty and staff Monitor the communication website Compile questions and concerns at the monthly general HASA meetings, present these questions/concerns to school administration, faculty and staff, as appropriate Primary person to send email blasts to teachers and/or parents to update them on events Write thank you notes to committee chair after each event (we so appreciate them and want them to come back next year!) <p><u>One-time Duties</u></p> <p><u>Summer/Early Fall</u></p> <ul style="list-style-type: none"> Assist with the purchase of gifts for teachers and staff for Christmas, Teacher Appreciation Day and End of Year <p><u>Winter/Spring</u></p> <ul style="list-style-type: none"> Assist with refreshment coordination for HASA meetings, if needed (December and May meetings) Facilitate Teacher of the Year/HASA/Archdiocesan Awards in the community Attend spring calendar party to discuss next year's events and budget Serve on spring fundraiser event committee, if needed