

WE NEED YOUR HELP!!

St. Gregory Barbarigo School is seeking

HSA officers for the 2021-2022 & 2022-2023 School Years

HSA Board positions available are:

PRESIDENT

TREASURER

RECORDING SECRETARY



CORRESPONDING SECRETARY

**This is a great opportunity to get more involved
& to help bring our families and our school together!**

CONNECT ★ **DISCOVER** ★ **SPEAK UP**
BE A ROLE MODEL ★ **MAKE A DIFFERENCE**

All positions are two year terms. The Treasurer position requires availability during school Hours approximately once per month. Accounting experience is helpful but not required.

We are happy to answer questions. Please contact the school office or HSA if interested. A conversation does not equal a commitment so feel free to just inquire. Thank you for your consideration!

You may email the HSA via the contact form on the St. Gregory Barbarigo Website Home & School Association page. You may also contact Kim Lillo at Lillo.kim@gmail.com or (914) 318-2418.

If interested please email us or return the below form by May 14th:

I am interested in the position of: _____

Name: _____ **Child/Children's Grade:** _____

Phone number: _____ **Email:** _____

Description of Duties for Officers

The President:

1. Shall seek approval from the principal for any activity which generates revenue
2. Shall preside at all meetings of the association and the executive board
3. Shall perform all the duties pertaining to the office
4. Shall be an ex-officio member of all committees
5. Shall receive notice of all meetings
6. Shall see that this organization adheres to these by-laws
7. Shall see that this organization adheres to the adopted budget which is set by school management
8. Shall be responsible for the implementations of voting procedures used by the general membership
9. Shall appoint all committee chairpersons as determined and approved by the executive board
10. Shall provide a transition meeting for the newly-elected officers

The Vice President

1. Shall perform the duties of the President in the absence of the President
2. Shall assume the duties of the office until the next annual election if the office of the Presidency becomes vacant

The Recording Secretary

1. Shall send notices of regular meetings to members prior to meetings
2. Shall distribute copies of the agenda to the members of the meetings
3. Shall record all the minutes of the executive board meetings and all general membership meetings
4. Shall provide copies of the minutes to the principal for review
5. Shall provide copies of the minutes of the membership at large

The Corresponding Secretary

1. Shall handle correspondence as necessary
2. Shall distribute any school news as necessary (church bulletin, newspaper, etc.)
3. Shall assist the President in the implementation of voting procedures used by the general membership

The Treasurer

1. Shall maintain the financial record for the HSA organization
2. Shall work with the Business Office to ensure that the HSA adheres to all accounting principals of the school
3. Shall submit financial reports at all general meetings
4. Shall provide monthly financial reports to the Business Manager of the school and reconcile reports with the Business Manager as necessary

****Please note all treasury duties MUST be completed during school hours****

****Accounting experience is helpful ****