



St. Theresa School

Compassion • Responsibility • Excellence in Learning

540 Washington Avenue Kenilworth, NJ 07033
908-276-7220 fax 908-709-1103

DUTIES OF HOME SCHOOL ASSOCIATION OFFICERS

President

1. Presides at all meetings
2. Prepares agendas for all meetings.
3. Is an ex-officio member of all HSA committees and School Advisory Board
4. Coordinates work of all committees and is the liaison with the principal and HSA officers, committee coordinators, and School Business Administrator.
5. Liaison with outside vendors used in fundraising activities for the school.
6. Responsible for selecting committee chairpersons and representatives.
7. Meets with the Principal, as needed, to discuss issues and concerns of parents.
8. Meets with HSA Officers, as needed to prepare for all fundraising activities.
9. Coordinates all fundraising activities.

Vice President

1. Performs all necessary duties delegated by the President.
2. Assumes the duties of the President in his/her absence.
3. Assists with the fundraising activities of the Home School Association.
4. Attends required meetings as set by the President.
5. Actively involved in fundraising programs throughout the year and assists whenever necessary.
6. Assists in coordinating committee chairpersons, as determined by the President and Principal.

Secretary

1. Record and retain the minutes of all meetings.
2. Conduct any necessary correspondence of the Association.
3. Notify members of scheduled meetings.
4. Create fliers and notices as needed and decided on by President and Principal for student's Thursday folders.
5. Responsible for completion and filing of all permits and licenses needed to hold all raffles, 50/50's, Calendar Raffle, Tricky Tray, etc. for the school throughout the year.
6. Liaison between the School and NJ Legalized Games of Chance Commission and Kenilworth Town Hall for applications for permits and licenses.
7. Actively involved in fundraising programs throughout the year and assists whenever necessary.
8. Revise Calendar Raffle Form annually with President and coordinate printing of new tickets each year.

Treasurer

1. Collects all dues/fees from Home School Association parents.
2. Prepares deposits for School Business Manager.
3. Keeps itemized receipt and disbursement book of all HAS deposits and expenditures.
4. Be available to meet with the Principal as needed to discuss HAS Finances
5. Actively involved in fundraising programs throughout the year, and assists whenever necessary.