

Home and School Board Position Description

President:

- Oversees the Home & School Board
- Liaison between the Home & School Board, Principal and Pastor
- Maintains Open Communication with Principal and Pastor regarding Home & School Events
- Sets Calendar of Home & School Events in conjunction with the Principal and Pastor
- Plans and presides over all Home & School General Meetings (Sept/Dec/Mar/Jun)
- Coordinates with the Recording and Corresponding Secretaries to ensure information is shared in an accurate and timely manner via flyers, PIE & social media
- Coordinates with the Advancement Director to ensure Home & School Website contains up to date, accurate information regarding Board Members, Contact Information and Calendar of Events.
- Coordinates with Maintenance Director to ensure appropriate Access and Security needs are met during Home & School Events

Vice President:

- Attends all Home & School General & Board Meetings (Virtually or In-Person)
- Performs the duties of the President in the absence or inability of that officer to serve
- Maintains a positive working relationship with the Home & School President
- Leads the fundraising aspects of Home & School
- Liaison between Committee/Event Chairs and the Home & School Board
- Assists with the planning and implementation of Home & School Events

Treasurer:

- Attends all Home & School General & Board Meetings (Virtually or In-Person)
- Maintains accurate financial records of Home & School Association including, but not limited to, Monthly Register, Individual Home & School Event Register and Petty Cash Register.
- Review monthly bank statements for the Home & School Bank Accounts in a timely fashion
- Assists the President in determining individual event and annual budget
- Ensures reimbursement checks are signed and issued in a timely manner after meeting with Pastor
- Issues checks for all expenses

- Maintains Petty Cash & Cash Boxes for all Home & School Events
- Prepares Financial Report prior to each Home & School General Meeting (Sept/Dec/Mar/Jun) to be distributed to the Home & School Board, Principal and Pastor
- Assists with the planning and implementation of Home & School Events

Recording Secretary:

- Attends all Home & School General & Board Meetings (Virtually or In-Person)
- Responsible for recording the minutes during Board and General meetings
- Prepares Board/General Meeting Minute Reports for distribution to Home & School Board, Principal & Pastor within one week of meetings
- Ensures information regarding Home & School Events is shared in an accurate and timely manner via flyers, PIE & social media
- Assists with the planning and implementation of Home & School Events

Corresponding Secretary:

- Attends all Home & School General & Board Meetings (Virtually or In-Person)
- Liaison between Homeroom Parents and Home & School Board
- Prepares all "Thank You" notes for volunteers and donations received
- Creates & Organizes Sign-up Geniuses for all Home & School Events
- Prepares the monthly Home & School Newsletter
- Creates Flyer Communications for all Home & School Events
- Assists with the planning and implementation of Home & School Events

Executive Board Member Expectations:

- Each Board Member of the Home & School Executive Board must be a current parent, stepparent, or guardian of a full-time student at Saint Aloysius Parish School (SAPS).
- Each Board Member must have and maintain current Child Abuse Clearance, no Criminal History, successfully completed Protecting God's Children Course and be in good financial standing with SAPS.
- Each Board Member will serve a term of two academic years, unless otherwise directed by Principal and/or Pastor.
- Each member of the Home & School Executive Board is expected to maintain open and effective communication, in addition to a positive working relationship with other members of the Board, Principal, Pastor, Home Room Parents and additional Members of our school community.
- Each Board Member is expected to be an active participant in the planning, organization, and execution of all Home & School Events, including but not limited to all Board & General Meetings, Student, Faculty & Family Focused Events.
- **All** Board Members are expected to be present (In-Person or Virtually) for all Board & General Assembly Home & School Meetings.
- **ALL** Board members are expected to be physically present and available for all planning, organization & execution of our three (3) largest fundraisers, currently, the **Craft Fair, Santa Breakfast & Purse Bingo.**
- At least **One (1)** Board Member, not to include Faculty or Homeroom Parent, must be physically present for all Home & School sponsored events.
- Each Board Member, except for the Treasurer, is expected to act as Chair of at least **One (1)** Home & School Event per Academic Year. These events include but are not limited to: Back to School Welcome Event, Trunk or Treat, Fall Fest, Craft Fair, Santa Breakfast, Student Cocoa & Teacher Stocking, MVP Dance, Catholic Schools Week, Purse Bingo, Easter Egg Hunt, Field Day & all Middle School Dances.