

Call for Nominations 2016-2017 School Year

St. Edward-Epiphanly School

Home School Association

Please submit to Steve Eliasek via email at seliasek@verizon.net

or send to the office by **May 1, 2016**

Beside each office listed, please write in the name(s) of the person(s) whom you would like to nominate for that position as an officer on the 2016-2017 HSA Executive Board. Each person nominated will be contacted before the voting ballots are sent home.

(NOTE – YOU MAY NOMINATE YOURSELF OR SOMEONE ELSE)

Vice President: _____

Duties include attending HSA monthly meetings, performing the duties of the President in the absence of that officer, serving as the liaison between the Board and the Parent Involvement Program. Coordinate and oversee a standing committee for the lunch program. Have succession to the office of President.

Treasurer: _____

Duties include maintain and reconcile a general checking account in the name of the Association. Keep accurate account of all receipts and disbursements and obtain a financial summary from all event chairpersons. Maintain control of HAS funds, to include the fund raising events and monthly lunch account. Prepare and read a financial report at all regular Meetings of the Board. Prepare a summary report after the end of his/her term of office for the fiscal year ending June 30th over the course of the Treasurer's term with the assistance of the newly elected Treasurer. Serve as a member of the school finance committee.

Corresponding Secretary: _____

Duties include composing all written correspondences for the board, both internal and external.

Fundraising Coordinator: _____

The Fundraising Coordinator oversees the management of fundraising activities, including on-site and off-site events and activities such as our 5K, annual auction and spirit nights. The coordinator ensures that each activity or event is effectively coordinated and managed by engaging family and student volunteers.

Please note:

The Treasurer, Corresponding Secretary and Fundraising positions are TWO year appointments. The VP will succeed to President in the second year.

2016-2017 Grade Reps

On the lines below, write the name(s) of the person(s) whom you would like to see represent that grade and serve on the Board. You may nominate parents from as many grades as you would like. Please remember you are nominating parents for the grades in which they will have children ***next year***.

Each class representative will be responsible for the following duties: attending and participating in the monthly HSA meetings, serving as a chairperson or member of the committees of the Association (such as picnics, family night dinners, luncheons, and other functions), reporting income and expenses related to chaired events to the Treasurer and reporting to the Board on these functions. Further duties include coordinating activities specific to their particular grade, serving as the liaison between the Board and their respective grade level, and tracking Parent Involvement hours for their respective grade.

Please Note: HSA Meetings are held the 2nd Tuesday of the month at 7:00 p.m.

8th Grade Rep: _____

7th Grade Rep: _____

6th Grade Rep: _____

5th Grade Rep: _____

4th Grade Rep: _____

3rd Grade Rep: _____

2nd Grade Rep: _____

1st Grade Rep: _____

Kindergarten Rep: _____

Pre-school Rep: _____

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