

2015-2016
SAINT CATHERINE OF SIENA SCHOOL
HOME SCHOOL ASSOCIATION (HSA) NOMINATIONS

Don't miss the opportunity to make a difference in your child's school. The Home School Association has several open positions for the 2015-16 school year. HSA board member positions are held for 2 year terms. The committee meets once each month (2nd Wednesday) from September to May. Listed below are the positions that will be vacated this year. Please consider volunteering your time to be a part of the HSA Executive Board. If interested, please submit the nomination form attached to Mrs.Hasbani or Mrs. LaGala.

PRESIDENT: Leads the HSA monthly meetings which are held on the 2nd Wednesday of every month. Works with secretary and principal to develop an agenda for the meeting. Helps develop and plan fundraising and other activities throughout the school year. Helps other HSA positions when needed.

SECRETARY: Takes minutes of every HSA meeting. Sends out the minutes as well as the agenda to board members prior to the monthly meeting.

COMMUNICATIONS/MARKETING: Communicate the news events of the school and association through the parish and local and school news; attend marketing seminars; develop, promote and implement marketing ideas for our school, both internally and externally; and take pictures at school events and functions.

FUNDRAISING: To coordinate and supervise all fundraising activities; to present to the Board for discussion and approval a list of proposed fundraisers for the next school year.

CO-FUNDRAISING: To assist the primary chair of fundraising. To learn and assume the responsibilities of the primary chair upon expiration of their term.

MEMBERS-AT-LARGE (2 positions): Group of 4 board members together who plan back to school social, family fun night, Special person Bingo, and run the HSA election. Members-at-large also help other members as needed.

VOLUNTEER COORDINATOR (1 position): 2 board members working together to organize Service from the Heart volunteers throughout the year (e.g. class mothers, lunch aides, birthday board, front doors, etc.). Coordinator also works with Fundraising Chair to organize volunteers for the major fundraisers based on family registration forms. Volunteer Coordinator also organizes Santa breakfast as well as Teacher Appreciation Week.

**2015-2016 SAINT CATHERINE OF SIENA SCHOOL
HOME SCHOOL ASSOCIATION
NOMINATIONS FORM**

Name _____

Telephone # _____

Email Address _____

**Position in which you are
interested** _____

Please return this form to the school office by May 20, 2015.