

SOUTH ORANGE MIDDLE SCHOOL
HOME & SCHOOL ASSOCIATION BOARD
RESPONSIBILITIES BY POSITIONS
2010-2011

All Board Members

- Attend all Board meetings and general meetings, as well as all HSA sponsored events. Cooperate with fellow Board members in planning events.
- Enlist the help of other parents by using lists from interest sheets and identifying committee chairs as needed.
- Assist in marketing of HSA events through the Newsletter and Website to keep parents informed of all events & acknowledge participation by staff and parents whenever possible.
- Keep notes of duties and activities and pass on to successor.

Voting Positions

Co-Presidents

- Direct all activities of the organization including planning meeting agendas and programming. Confer with school administration in planning & coordinating all activities between HSA and SOMS administration.
- Preside at all meetings of the organization.
- Attend monthly Presidents' Council meeting.
- Appoint committee chairs in accordance with the recommendations of appropriate Board members.

VP Administration

- Assist the Co-Presidents in performance of their duties and assume Presidents' responsibilities if they are unable to complete them.
- Oversee membership, school directory; interest sheets/parent volunteer lists, ordering paper and office supplies for HSA use.
- Compile lists of parent volunteers from interest sheets and pass on to the appropriate Board members or Committee Chairs for use during the year.

VP Fundraising

- Plan all fundraising activities including identify committee chairs for specific activities/events as needed.
- Research and recommend fundraising activities to the HSA. Update HSA Board of all fundraising activities (e.g. how much money taken in, expenses, etc.)
- Keep parents informed of fundraising activities in the Newsletter, Website, flyers, Bulletin Board, etc.
- Maintain order and sale of promotional materials like T-shirts, shorts, sweatshirts, etc.

VP Programming

- Plan programs for HSA funded school assemblies and cultural activities within guidelines set by the budget and HSA Board in cooperation with SOMS administration.
- Inform parents through the Newsletter, Website and Bulletin Board about upcoming events (should be part of calendar for upcoming month).
- Identify speakers for HSA General Meetings as needed & Prepare flyers or news articles when necessary.
- Whenever appropriate, work with Public Relations Chair to contact local news media sources of upcoming event or to spotlight event.

Treasurer

- Work with Co-Presidents to formulate a budget for Board approval.
- Present budget at first General Meeting of the school year for general membership to vote on and accept.
- Present updated budget reports at monthly Board meetings.
- Receive, deposit and disburse all HSA funds in accordance with Board guidelines. Keep all books of the organization and manage annual audit.

Corresponding Secretary

- Communicate and correspond with HSA Board members and all HSA members.
- Conduct and keep file of all correspondence.
- Distribute staff gifts (e.g. retirement, illness, Nurse Day, Administrator's Day, etc.)
- Report all correspondence at monthly Board meeting.
- Notify Board members of all Board meetings.
- Maintain HSA Bulletin Board and exterior sign updates.

Recording Secretary

- Keep minutes of all Board and General meetings.
- Distribute minutes prior to meeting to Co-Presidents for any recommended changes.
- Distribute minutes to Board members for approval at subsequent meetings.

Non-Voting Positions

All Grade Coordinators

- Work with school administration and staff as needed to plan and run canteens, dances, pool parties, and parent/student orientations within guidelines set by HSA Board and school administration. Meet with grade team leaders to improve communication between team leaders and the HSA board

- Assist in grade specific activities as directed by the HSA Board. Enlist parents to help as chaperones/helpers as needed.
- Maintain E mail distribution list by class for HSA related correspondence.
- In addition:
- **Seventh Grade:** Provide chaperones (seventh grade parents) for Eighth Grade Dinner Dance. Responsible for planning and running Eighth Grade promotion reception (seventh grade parent volunteers) along with Hospitality.
- **Eighth Grade:** Oversee fundraising and purchase of Eighth Grade Class Gift.

Beautification

- Oversee Saturday Work Parties in cooperation with school principal and administration.
- Inform parents of work party activities, make reminder calls to parent volunteers, procure needed supplies in advance, and coordinate with Hospitality to provide bagels and coffee.
- Whenever possible, try to solicit donations from vendors (plantings, pots, etc.) Provide articles to the Newsletter regarding Beautification activities. Beautification includes indoor and outdoor improvements to SOMS.

Hospitality Coordinators

- Arrange for refreshments to be provided for HSA activities including Welcome Staff Brunch at beginning of school year, Staff/Teacher Appreciation events, Holiday Staff Lunches, work parties, & Eighth Grade promotion reception.
- Provide support for maintaining Parent Center. Maintain inventory of supplies (e.g. coffee, tea, napkins, etc.).
- Coordinate Lunchapalooza treats at students' lunch periods one a couple of times a year.

Newsletter Editor(s)

- Collect, edit and identify articles for inclusion in monthly Newsletter. Type and create layout. Arrange for copying with school Office Manager. Before copying, newsletter should be distributed to Co-Presidents and Principal for review. Distribution is in accordance with dates for "White Envelope" as set by the SOMS administration.
- Liaison with Public Relations Chairs to inform local paper (News Record) of any activities which should be highlighted (i.e. science fair, assemblies, special programming, etc.).
- Place 24 copies of the newsletter in the HSA Box in the SOMS Main Office for the Co-Presidents to take to the Presidents' Council.
- Copy newsletter for distribution to Principal, teachers and students.

Music/Arts Co-Coordinators

- Reach out to instructors of music department and distribute information about Orchestra, Band and Chorus activities to the school community. Act as liaison between Music/Art dept. and HSA to improve communication and find ways that the HSA can support the music program.
- Coordinate Exterior school signage and interior HSA bulletin board to announce music/art happenings.

Library Coordinator

- Responsible for coordinating a library volunteer list and schedule to assist the SOMS librarian.
- Assist Programming in coordinating the “Authors” visit. Assist the librarian in organizing any special activities to be held in the library (re-covering books, information workshops, etc.).

Non Board Positions

Webmaster

- Design and upkeep of the HSA website. Responsible for updating the information on the website in a timely manner, as directed by the HSA Board.

Public Relations

- Coordinate with all media sources including the local paper (News Record), or other publications, to inform them of SOMS newsworthy activities.
- Responsible for taking photographs, or arranging for photographs to be taken, of SOMS and HSA activities, and submitting those photos for publication. If there are photos of SOMS students involved, must ask the SOMS Office Manager if a publicity release has been signed by that student’s parent before photograph can be submitted.
- Coordinate with Judy Levy, District Head of Communication, and coordinate activities and stories with her.

Special Education Liaison

- Inform the HSA Board of any activities or issues concerning the Special Education population of SOMS.
- Liaise with the Special Education PTO.

Parent Liaison to BOE Meetings

- Attend BOE meetings and inform the HSA of any major issues of concern. Write Newsletter column about BOE activities and decisions.