

SOUTH ORANGE MIDDLE SCHOOL
HOME & SCHOOL ASSOCIATION
BOARD RESPONSIBILITIES BY
POSITIONS

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..
- Reach out to SOMS community members to encourage participation and create an environment in which concerns and issues can be shared.
- Assist in marketing of HSA events through the website and eblasts to keep parents informed of all events and acknowledge participation by staff and parents whenever possible.
- Keep notes of duties and activities and pass on to successor with the help of the nominating committee.
- Make best effort to attend 75% of meetings and report absences to Corresponding Secretary in advance of meetings you can't attend.
- Actively read minutes and all correspondence from HSA chairs and members and respond as necessary in a timely manner.

Voting Positions

If a position is held by more than one person, those persons, collectively, will have one vote, with the majority ruling. If the vote is tie, it will count as an abstention. All other positions have one vote each with the exception of the Co-Presidents, who each have a vote.

Co-Presidents

- Direct all activities of the organization including planning meeting agendas and programming. Confer with school administration in planning and 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 President's' 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 communicate to the appropriate Board members or Committee Chairs for use during the year. Ideally this will document will reside on the HSA website.
- Ensure that email distribution list includes a way to break out communication by grade.

VP Fundraising

- Plan all fundraising activities including identify committee chairs for specific activities/events as needed, including but not limited to the Ice Cream Social and the Book Fair.
- 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 on the website, flyers, bulletin board, and eblasts.
- Maintain order and sale of promotional materials like T-shirts, shorts, sweatshirts, etc.

Treasurer

- Work with Co-Presidents to formulate a budget for Board approval.
- Present budget to general membership via eblast at the start of the school year.
- 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.
- File and maintain all paperwork related to the HSA's 501c3 status.

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.
- Assist in keeping calendar on website up to date and publicizing events in

the eblast.

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 via email prior to Board meetings.

VP Communications

- Collect, edit and identify articles for inclusion in monthly Newsletter.
- Collect, edit and identify news for weekly e-blast and distribute e-blast. Ensure distribution can be broken out by grade for grade-specific communications.
- Serve as webmaster, updating and maintaining SOMS HSA website.
- Liaise with administration, staff and HSA Board members to be sure all communication is up to date and accurate and to identify items that need to be reported.
- Liaison with Public Relations Chairs to inform local newspapers, websites, and district Communications Director (News Record) of any activities which should be highlighted (i.e. science fair, assemblies, special programming, etc.).

All Grade Coordinators

- Work with school administration and staff as needed to plan and run canteens, dances, pool parties, parent/student orientations and/or cultural arts programming within guidelines set by HSA Board and school administration. Meet with grade team leaders to improve communication between team leaders and the HSA board. Liaise with administration and team leaders about programming, including assemblies.
- Send relevant and timely updates to VP of Communication for inclusion in eblast and website.
- Fundraise and manage funds throughout 6th, 7th, and 8th grades to subsidize events and activities.
- Assist in grade specific activities as directed by the HSA Board. Enlist parents to help as chaperones/helpers as needed.

In addition:

Sixth Grade:

- Assist with planning and running of summer barbecue (or other



program) for incoming 6th graders.

Seventh Grade:

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. This may include assisting 8th grade teachers with snack attack on a weekly basis
- Liaise with staff person overseeing yearbook.

Non-Voting Positions

Beautification

- Oversee Saturday Work Parties in cooperation with school principal, administration, and district building and grounds management.
- 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 for the eblast 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.
- Coordinate Lunchapalooza treats at students' lunch periods a couple of times a year.

Fine Arts Coordinator

- 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.
- Announce music/art happenings in eblast, website, and calendar and coordinate exterior school signage..
- Liaise with school district's Fine Arts Supervisor about all fine arts programming that affects SOMS.

Literacy 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.).

- Maintain a log of teacher needs and requests and regularly solicit feedback from staff members.

Non Board Positions

Public Relations

- Coordinate with all media sources including local newspapers or websites to inform them of SOMS newsworthy activities, and send information to VP of Communications for inclusion on website.
- 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 activities and stories with Suzanne Turner, District Head of Communication.

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 and SEPAC.
- Briefs the HSA Board on issues and concerns relevant to special education students and families.

Parent Liaison to BOE Meetings

- Attend BOE meetings and inform the HSA of any major issues of concern. Include information in e-blast-

Lunchapalooza Coordinators

- Plan and implement lunchtime programming for students in all grades a few times a year.
- Liaise with grade coordinators to plan and promote Lunchapalooza events and share news and announcements with VP of Communications for eblasts, website, and calendar.

Grant Writer

- Help identify, write and submit grant requests for funding that will benefit the mission of the HSA..



