SALFORD HILLS HOME AND SCHOOL ASSOCIATION OFFICER JOB DESCRIPTIONS

HOME AND SCHOOL PRESIDENT

The President is responsible for conducting and running executive board and general assembly meetings. The President prepares the agenda and ensures the meetings are run as smoothly and efficiently as possible. The President also communicates to the Salford Hills administration any issues or concerns that parents bring to his/her attention. The President relies heavily on the executive board and school volunteers. Without them, the job would be impossible to perform.

HOME AND SCHOOL VICE PRESIDENT

The Vice President oversees committees (assisting when/where needed) and assists the President with their responsibilities. The time commitment is roughly 5-10 hours a month including executive board and general assembly meetings. Work can be done both at home and at school. The Vice President may be called upon at any time to temporarily assume the duties of President. A strong Vice President can and should be the President's "right hand," acting as an aide and assuming assigned responsibilities. The Vice President represents the President upon request. In the event of the President's resignation, the Vice President assumes the President's duties until the position is filled in accordance with the bylaws. When the H&S has more than one Vice President, each Vice President is assigned specific duties such as VP for Education or VP for Legislation. Vice Presidents often serve as program chairmen, coordinators of major projects that involve several committees, and as a liaison to outside groups. In the case of multiple Vice Presidents, it is helpful if each Vice President is assigned oversight of committees that have connecting areas of responsibility. Vice Presidents can be especially helpful in strengthening communication within the executive board as well as within the general membership and other entities in the school system and community.

HOME AND SCHOOL TREASURER

The Treasurer is the legally responsible, authorized custodian, elected by the members, to have charge of the funds of the H&S. The responsibilities of the H&S Treasurer include:

- Be sure that the books have been audited before accepting them.
- Work with the budget committee (if there is one) and H&S officers to develop a budget for the coming school year.
- Maintain an accounting system with an accurate record of the expense and receipt transactions of the unit. Keep records up to date.
- Keep canceled checks, paid bills, receipts, and bank statements for annual audit.

- Write checks only for items in the budget. Any change in the budget, or purchase of major items not on the budget, must have the approval of the general membership at a regular or specially called meeting.

HOME AND SCHOOL SECRETARY

The Secretary attends and takes minutes at executive board and H&S meetings, then types and circulates minutes to the membership at the H&S meetings. Minutes are sent to Mrs. Landis to forward for posting on the Salford Hills website. The time commitment for this position is about 3-4 hours a month. Work is done both at home and at school.

OFFICER DUTIES TAKEN FROM THE AMENDED AND RESTATED BYLAWS (10/21/14)

A. **President**: The President is the Chief Executive Officer of this Corporation and will, subject to the control of the Board of Directors or any Committees, supervise and control the affairs of the Corporation. The President will perform all duties incident to the office of President and any other duties that may be required by these Bylaws or prescribed by the Board of Directors.

B. **Vice President**: The Vice-President will perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. The Vice-President will perform any other duties that may be prescribed by the Board of Directors.

C. S**ecretary**: The Secretary will keep minutes of all meetings of Members and of the Board of Directors, by the custodian of the corporate records, give all notices as are required by law or by these Bylaws, and generally perform all duties incident to the office of Secretary and any other duties as may be required by law, by the Bylaws, or which may be assigned by the Board of Directors.

D. **Treasurer**: The treasurer will have charge and custody of all funds of this Corporation and will deposit the funds as required by the Board of Directors, keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, and render reports and accountings to the Directors. The Treasurer will perform all duties incident to the office of Treasurer, and any other duties that may be required by these Bylaws or prescribed by the Board of Directors.

Updated 11/25/19