



Board & Committee Chair Descriptions

President

The President serves as the leader and spokesperson of H&SA. In consultation with the Board, s/he sets the tone, role and agenda for Home & School Association's school year. In the leadership role, the president presides at all Board meetings and the Annual Meeting. The president fills vacancies on the Board, appoints standing committee and special committee chairs, is a member of the Budget and Scholarship Committees and an ex-officio member of all other committees, except Nominating. S/he coordinates and leads the Board and Committee members in fulfilling their respective jobs in order to meet the mission and goals of H&SA. As spokesperson, s/he is the key contact person and representative for the H&SA to the community, the Board of Education and the schools. S/he attends and speaks, if needed or requested, at the four H&SA general program meetings held during the school year and the Back-to-School nights. S/he meets with school principals, the BOE Superintendent and community leaders to discuss issues of mutual concern.

Vice President of Programming

The H&SA sponsors, at a minimum, four general program meetings per school year. These meetings are informational, topical and geared to members of the community, generally to those with school-age children. It is the responsibility of the Vice President of Programming to select the topics for general meetings, arrange for speakers and/or panelists, and secure locales. The VP of Programming acts as president in the president's absence. Association bylaws provide for the VP of Programming to supervise committees and positions as assigned by the Board.

Vice President of Fundraising & Assistant Vice President of Fundraising. In order to subsidize the numerous activities and programs that H&SA sponsors for the benefit of the Mountain Lakes school system and its students, H&SA conducts various fundraising events during the course of the school year; at both the district-wide (e.g. Portraits by the Lake) and individual-school (e.g. WW School Supplies) level. The Vice President of Fundraising has oversight of all of these efforts; either to give advice and direction to chairs, or, in some cases, to roll up her sleeves and take a more hands-on role. The Board relies upon its VP of Fundraising to suggest new and innovative fundraising ideas, as well as to keep it abreast of any legal requirements that may impact on fundraising events.

Treasurer The Treasurer supervises and manages the funds of the Association, as well as maintains the financial records. S/he deposits and records receipts, prepares and makes disbursements as authorized. A financial report is given at each Board meeting. The treasurer is responsible for the filing of all tax and legal forms and maintaining the originals of all financial records. S/he serves as chair of the Budget Committee and prepares the proposed budget for approval at the Annual Meeting. This is a two-year position.

Secretary - The Secretary takes minutes of the Board meetings and the Annual Meeting. Thereafter, the secretary is responsible for distributing the minutes to Board members. The secretary keeps the official copies of the minutes for the Association and is responsible for an up-to-date contact list for Board members.

Wildwood Chair - The Wildwood Chair, in partnership with an Assistant Chair, solicits, appoints, coordinates and oversees each of the special committees and volunteers appointed to conduct the H&SA volunteer activities run for the benefit of the students and facility of Wildwood School; activities such as Popcorn Fridays, Book Fairs, Field Day, Bingo Night, Teacher Appreciation Week. Many volunteers are needed to run the numerous and fun-filled events and activities throughout the year, so the Wildwood chairs are busy and active. The Wildwood Chair also acts as a liaison between the H&SA and the administration at Wildwood School. The Chair may prepare and submit to the H&SA monthly e-mail reminder to keep parents and the community advised of the H&SA events and activities at Wildwood.

Wildwood Assistant Chair - The Wildwood Assistant Chair works with the Wildwood Chair to solicit, appoint, coordinate and oversee each of the special committees and volunteers who run the numerous H&SA activities and events for Wildwood students and facility. The Assistant Chair learns all about the position for this one-year term, as s/he will assume the role of Wildwood Chair the following year.



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Briarcliff Chair - The Briarcliff Chair, along with an Assistant Chair, solicits, appoints, coordinates and oversees each of the special committees and volunteers appointed to conduct the H&SA volunteer activities and events run for the benefit of the students of Briarcliff School; activities such as school dances, teacher appreciation luncheons, Book Fair, and Field Day. In addition to coordinating the efforts of a large group of volunteers, s/he acts as a liaison between the H&SA and the administration at Briarcliff School. The Chair prepares and submits to the H&SA monthly e-mail reminder to keep parents and the community apprised of the activities and upcoming H&SA events at Briarcliff.

Briarcliff Assistant Chair - The Briarcliff Assistant Chair works with the Briarcliff Chair to solicit, appoint, coordinate and oversee each of the special committees and volunteers who run the numerous H&SA activities and events for Briarcliff students and facility. The Assistant Chair learns all about the position for this one-year term, as s/he will assume the role of Briarcliff Chair the following year.

High School Chair - The High School Chair, aided by an Assistant Chair, helps recruit and thereafter oversees a large group of parent volunteers, from Class Parents to Room Parents. Assisting with Back-to-School night, hosting an annual Guidance Dinner, providing refreshments for events throughout the year and coordinating efforts for Teacher Appreciation Week all fall under the purview of the high school chairs. In addition to coordinating the efforts of a large group of volunteers, the High School Chair acts as a liaison between the H&SA and the high school administration. As needed, s/he sends in notices to the H&SA monthly e-mail reminder for upcoming events.

High School Co-Chair - The High School Assistant Chair works with the Chair to coordinate and organize the many volunteers at the high school level. S/he assists with many of the hands-on activities during the school year. In this one year position as Assistant Chair, s/he learns all about the chair role, and takes the Chair position the following year.

Membership Chair & Assistant Membership Chair - An active and large membership is the foundation of the H&SA. All of our programs, grants and publications are made possible by a combination of your membership dues and your generous contributions during our fundraisers. The Membership Chair organizes the annual H&SA membership drive and maintains an on-going effort to encourage new memberships throughout the year. This Chair also maintains the membership records and is key to creating the yearly H&SA Student Directory (online and mobile directories available)

Parliamentarian - The Parliamentarian acts as a consultant to assure that meetings are conducted in accordance with the bylaws and advises on parliamentary procedures using Robert's Rules of Order. On a yearly basis, the Parliamentarian reviews the bylaws to be sure they are accurate and current.

Historian - The Historian is charged with gathering and maintaining copies of all H&SA records and/or documents generated during the year; e.g. minutes, list of Board members, budget, and if applicable. These documents are filed with folders from previous years which are held by the historian during his/her tenure in office. The Historian is asked to be familiar with past activities of the H&SA in order to educate the Board if the need arises. At the end of the school year, the Historian facilitates the transfer of job descriptions and files between outgoing and incoming Board members.

Scholarship Chair - One of the original purposes of the H&SA was the awarding of scholarships. That proud tradition continues today with the H&SA Scholarship Program, run by the Scholarship Chair. The Scholarship Chair spearheads a fundraising drive to supplement the Scholarship Fund and publicizes the availability of scholarships to MLHS seniors. In conjunction with the MLHS Guidance Department, the Scholarship Chair and his/her committee identify and award scholarships to deserving college-bound students.

Social Co-Chairs -

The Social Chair and her assistant are responsible for coordinating refreshments for the H&SA General Program Meetings, New Parent Social/Welcome to Wildwood and the Back-to-School Nights at Wildwood, Briarcliff and MLHS. They also organize the H&SA Annual Recognition Luncheon held at the end of the school year. This includes coordinating with the Luncheon venue, overseeing the guest list and invitations, organizing the seating arrangements and centerpieces and generating the Luncheon's program handout, place cards and name tags.



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Bake Sale Co Chairs & Assistant Bake Sale Chair -

The Annual H&SA Bake Sale is our largest fundraiser. The Bake Sale Chair(s) and their committee schedule and organize Bake Sale workshops to be held in the fall where pre-ordered items are prepared and delivered. Extra dishes are frozen for sale on the first Tuesday of November, the Annual Bake Sale day. The Bake Sale Chair(s) and committee set up and supervise the day-long event, coordinating food donations and overseeing sales.

Online Communications Chair - The Online Communications Chair is responsible for increasing awareness of H&SA through online and social media in accordance with our brand guidelines. The Chair will manage H&SA's existing accounts and recommend areas for future development. Responsibilities include: the day-to-day management of H&SA's web page, which includes an e-commerce platform for our fundraisers, as well as the day-to-day management of our Twitter account. The Online Communications Chair will also research new and existing online/social media tools for recommendation to the H&SA President. The Communications Chair will work closely with the Marketing Chair to form a cohesive Marketing & Communication strategy.

Marketing Chair - The Marketing Chair is responsible for increasing awareness of H&SA through printed materials in accordance with our brand guidelines. The Chair will develop a yearly marketing plan which currently includes Advertising, Promotions, Direct Mail and Publicity. In addition, the Marketing Chair will execute all corporate communications on an as needed basis, which may include: letterhead, expense forms, and invitations. The Marketing Chair will work closely with the Online Communications Chair to form a cohesive Marketing & Communication strategy.

Nominating Chair - The Nominations Committee Chair is responsible each year for finding volunteers to fill each Board position. The Chair, together with the nominating committee, canvass the current Board, H&SA membership and community members for prospective candidates. S/he contacts the candidates and explains the merits of the position for which they have been recommended. S/he must have the slate of candidates ready for a final vote at the H&SA Annual Meeting.

Parents Appreciating Teachers & Staff (PATS) - The PATS Co Chairs heads up this program that expresses our appreciation of teachers in unique and unexpected ways throughout the year.

Cultural Arts Chair - The Cultural Arts program in Wildwood brings artistic performances and inspiring workshops directly to the school or to an after-school event. These programs enrich the curriculum with music, dance, performance art, creative writing, story telling and other art forms.