

**HOME AND SCHOOL ASSOCIATION  
BOARD GUIDELINES**

It is hereby resolved that the Board for St. Martyr School Home & School Association (“HSA”) be appointed in accordance with the following guidelines:

Title and maximum number of people to hold this title		Pre-requisite qualifications	Min Term (years)	Max Term (years)
(Co-)President	2	Served as (Co-)Vice President in the previous school year. May not volunteer to chair another committee while in office.	1	1
(Co-)Vice President	2	Committed to serving as (Co-)President in the following school year. Strong leadership, organizational, written and verbal communication skills. May not volunteer to chair another committee while in office.	1	1
Secretary	1	Strong organizational, written and verbal communication skills.	1	5
Co-Treasurer	2	Worked as bookkeeper or controller, preferably a CPA. Co-Treasurers must serve overlapping terms, to ensure continuity at the conclusion of each term.	2	5
Pre-School Representative	1	Have a child enrolled in the pre-school during his/her term of service.	1	5
Kindergarten Representative	1	Have a child enrolled in the kindergarten during his/her term of service.	1	5
Primary School Representative	1	Have a child enrolled in the primary school during his/her term of service.	1	5
Middle-School Representative	1	Have a child enrolled in the middle school during his/her term of service.	1	5
Principal	1	Principal of the school during his/her term of service	1	N/A Maximum term to be at the discretion of the Principal.
Teacher Representative (Pre-K – Kindergarten)	1	Pre-School teacher. Committed to liaising between peers and the HSA.	2	
Teacher Representative (1-3)	1	Grade 1, 2 or 3 teacher. Committed to liaising between peers and the HSA.	2	
Teacher Representative (4-8)	1	Grade 4, 5, 6, 7 or 8 teacher. Committed to liaising between peers and the HSA.	2	

In addition to the above requirements, all members must have a committed relationship with the school (and have been a member of the school for at least one full school year as a

volunteer), and must be dedicated to enriching the students' school experience. Open board positions will be published within the school community, and the HSA board will vote on who should fill positions that have multiple applicants.