



January 24, 2017

TO: Travell Parents

FR: Travell Home & School Association **Nominating Committee**

We are now accepting nominations for the **2017-18 HSA Executive Committee**. Please consider sharing your time and talents with the Travell HSA. Please send us the position that you would be interested in and/or nominate someone who you think would be a good fit!

To nominate yourself or someone else, **please e-mail Nominating Committee Chairperson Alyssa Delmonaco, dadel5@verizon.net) ASAP.** The Executive Committee positions are as follows:

President: The President or Co-Presidents shall call and reside at all meetings of the Executive Committee, the Association Board, and the General Membership. He/She/They shall be ex-officio members of all committees except the Nominating Committee, and shall appoint chairpersons for all committees, with the approval of the Executive Committee. The President(s) shall attend meetings of the Federated Home and School Association and perform all other duties usually pertaining to this office.

Vice-President: The Vice-President or Co-Vice-Presidents will, in the absence of the President, preside at all meetings and otherwise carry out the duties of the President and shall have such other duties as the President may assign. He/She/They shall succeed to the Presidency in the event a vacancy occurs in that office and shall hold that office until the end of that term. The Vice-President will also support the President in managing all HSA activities throughout year. The Vice-President(s) shall be expected to succeed the President(s).

Treasurer: The Treasurer will maintain all bank records in Quickbooks, give monthly financial reports at the Executive Board and HSA general meetings; create a yearly budget for HSA finances; work closely with the assistant treasurer in maintaining all paperwork; and submit all documents to the accountant at the end of the school year for tax preparation. The treasurer maintains the online Quickbook's subscription as well as the credit card account and files all paperwork with the state to maintain non-profit status and legalized games of chance license.

Assistant Treasurer: The Assistant Treasurer will collect and deposit all HSA monies; maintain checkbook and pay out funds as required; maintain all paperwork associated with deposits and checks, pass all required documentation to Treasurer for bookkeeping. The Assistant Treasurer shall serve his/her term in that office and shall be expected to succeed the Treasurer.

Vice-President of Enrichment: The VP or Co-VPs/Enrichment shall research, book, and coordinate all in-school enrichment activities and shall perform such duties as the President may assign.

Vice President of Fundraising: The VP or Co-VPs/Fundraising shall oversee all fundraising activities throughout the school year; shall coordinate the Auction or Friends of Travell campaign held in alternating years; and shall perform such duties as the President may assign.

Recording Secretary: The Recording Secretary will record, publish, and make available the minutes from the Executive Committee and General Membership Meetings. He/She shall maintain the By-Laws in accordance with the standards outlined in the 9th Edition of the Scott, Foresman Robert's Rules of Order Newly Revised. He/She, as requested by the President, shall prepare the agendas for the Board and General Meetings; maintain the calendar board in the school lobby and message board on Fairfield Ave; and perform such other duties as the President may assign.

Technical Secretary: The Technical Secretary is responsible for preparing, editing, and distributing to the Association the current Home and School news via the HSA web page. The Technical Secretary shall assist the President and Executive Committee with all correspondence and shall assist the Recording Secretary as needed. He/She shall perform such other duties as the President may assign.

The proposed slate of officers for the coming school year will be announced through eNews and voted on at the April HSA meeting by **all** Association members in accordance with the by-laws. All Travell families are members of the Home and School Association (HSA); all Travell children benefit from the HSA Programs. Your participation is greatly appreciated by everyone in the Travell community. Please feel free to contact us with any questions or comments you may have.

Sincerely,

The 2017-18 Travell HSA Nominating Committee

Alyssa Delmonaco (Chairperson)

Cori McHugh

Nicole Cohen

Meghan Agatep

Kay Murphy
Mrs. Finucane