

Gayman Home & School Association

Officer Responsibilities

Effective June 30, 2022

President:

Average Time commitment:

1. Week of an Event: 20+ hours per week
2. Non-Event Week: 10-15 hours per week

Responsibilities & Expectations:

1. Will preside at the General Meetings of the Home and School Association and its Executive Board Meetings.
2. Will appoint all committee chairpeople.
3. Will coordinate the activities of the Officers and committees in order that the objectives may be promoted.
4. Will be a member ex-officio of all committees.
5. Will establish a calendar of events with the Principal, using dates and activities submitted and/or approved by the members of the Executive Board at the Summer Executive Board Meeting. If necessary, updates may be made to the calendar of events as the school year progresses.
6. Will meet with the Principal prior to the general meeting.
7. Will establish a Monthly Executive Board meeting (September through June) and the Executive Board must meet prior to each General Meeting.
8. Will coordinate with the Officers and plan one (1) Executive Meeting in the summer prior to the new school year beginning (typically in July).
9. Will review, approve all payments, reimbursements and be available to co-sign all checks.
10. Will use the debit card for Home & School purchases or payments if needed.
11. Will execute electronic communications to the school community if needed.
12. Will work with the Treasurer to assign revenue and expenditures appropriately in the financials and will review the current Profit & Loss Statement prior to each Monthly Executive Meeting and each General Meeting.
13. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.
14. Will manage President Email addresses and respond within 48 hours.
15. Will field parent and teacher questions & concerns when related to the Association.
16. Will be responsible for the accuracy of the Tax Returns along with the Treasurer. The President Must Sign them.
17. Will have the best interest of our entire school community in mind while planning an event, subsidizing payments for educational experiences or any other item that is brought to the Gayman Home & School Association.

First Vice-President:

Average Time commitment:

1. Week of an Event: 10+ hours per week
2. Non-Event Week: 5-10 hours per week

Responsibilities & Expectations:

1. Will act as an aide to the President.
2. Will perform the duties of the President in the absence of that officer.
3. Will be a member ex-officio of all committees.
4. May preside at one or more of the General Meetings.
5. Is responsible for the sale of Gayman Elementary spirit wear.
6. Oversee and put together Homeroom Parents.
7. Will use the debit card for Home & School purchases or payments if needed.
8. Will manage 1st Vice President Email addresses and respond within 48 hours.
9. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

Second Vice-President:

Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 3-5 hours per week

Responsibilities & Expectations:

1. Will act as an aide to the President.
2. Will act as a liaison to GHSA committees when requested.
3. Will be a member ex-officio of all committees.
4. Will work with Library staff to assist and serve as a point of contact with GHSA.
5. Will Coordinate all reservations with the School administration for the use of the school for Home and School functions.
6. Will arrange for speakers and programs at the general meetings.
7. Will attend monthly board meetings as well as general meetings.
8. Will assist First-Vice President in Homeroom Parent Selection.
9. Will manage 2nd Vice President Email addresses and respond within 48 hours.
10. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

Secretary:

Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 5 hours per week

Responsibilities & Expectations:

1. Will keep minutes of all general meetings and Executive Board Meetings.
2. Will report and answer all correspondence of the Associations.
3. Will have minutes of previous general meetings ready and available at the next monthly meeting.
4. Will send all Home & School related communications via electronic communication tools (GroupVine, FaceBook) to current Gayman Parents and/or Guardians.
5. Will act as Administrator on the Gayman Home & School Facebook Page. Being responsible for all Home & School related Comments, posts and announcements. At no point will the Secretary or any other member of the Executive Board address a specific school related issue. The Office Staff will be responsible for admitting parents and/or guardians to the page, approving school related requested posts by parents and/or guardians.
6. Will perform all other duties related to this office.
7. Will create flyers to remind parents of H&S meetings.
8. Will manage the Gayman Home & School Inquiries Email addresses and respond within 48 hours.
9. Will be a member ex-officio of all committees.
10. Will manage Secretary Email addresses and respond within 48 hours.
11. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

Treasurer:

Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 3-4 hours per week

Responsibilities & Expectations:

1. Will be in charge of all funds and shall present a financial report at each meeting.
2. Will receive all bills, pay and get required 2nd signature on checks.
3. Will present the proposed Allocations at the first general meeting for approval.
4. Will facilitate the closing of the Association's books and work with the accountant to prepare and file the Association's tax filings.
5. Will be a member ex-officio of all committees.
6. Will work with GHSA Committees to advise, assist and monitor their budget.
7. Will manage Treasurer Email addresses and respond within 48 hours.
8. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

Assistant Treasurer:

Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 1-2 hours per week

Responsibilities & Expectations:

1. Will assist the Treasurer in fulfilling the duties of Treasurer.
2. Will collect funds from committee chair people during fundraising activities and deposit directly to the Home and School account at the bank.
3. Will provide the Treasurer with a deposit breakdown of committees.
4. Will be a member ex-officio of all committees.
5. Will manage Assistant Treasurer Email addresses and respond within 48 hours.
6. Will be available to help at Home & School Events, including but not limited to Teacher Luncheons.

Member At Large

1. Will be filled ONLY by the exiting President for a term of one (1) year.
2. Will act as an advisor/mentor to the incoming President.
3. Will be voluntary.
4. Will attend Monthly Executive Meetings, when able.

Additional Officer Duties:

1. One (1) additional Officer will be selected to serve as Administrator on The Gayman Elementary and Gayman Home & School Facebook Page to work in conjunction with the GHSA Secretary and the School Office Staff. The Officer will be selected by the Building Principal at the final executive meeting of the school year, after elections have occurred.
 - a. At no point will the GHSA Secretary or any other member of the Executive Board address a specific school related issue. The Office Staff will be responsible for admitting parents and/or guardians to the page, approving school related posts that are requested by parents and/or guardians.
2. Officer responsibilities and hours spent in each role may be assigned or fluctuate based on Events and Need.
3. A Minimum of 2 Executive Board Members will be available at every Home & School Association Event, including teacher luncheons. To be decided upon by the Executive Board.
4. Executive Board Members will be assigned to committee(s) to assist with budget planning, expectations of roles & responsibilities, budget reconciliation and other assistance as needed.
5. Executive Board Members are required to attend the summer board meeting. This is typically held in July to prepare for the upcoming school year. At this planning meeting, H&S event dates & meeting (executive & general board meeting) dates are chosen for the upcoming school year and discussions will be held regarding all H&S goals and objectives.