

HASA VOLUNTEER 2010-2011 SCHOOL YEAR

Position	High Level Responsibilities	Meeting Requirement	Additional Requirement	20 hours volunteer requirements*	OPEN for 2010 2011 school year
Co President	Run meetings, ensure all events and HASA responsibilities , including ensuring the Directory is out by Sept 30th, the HASA budget is maintained and all members have the tools and resources they need to ensure all HASA events are successful and that all members fulfill their requirements in order to have their volunteer requirement waived by the end of the school year. Be a resource to the school and the parish. Main job is to bring the school community together effectively and efficiently.	Host min 8 meetings per year	Attend/set up/clean up the 6 sponsored HASA events. Strong leadership and personal skills required. Need to have access to email regularly. Strong excel and documentation skills.	Yes	No
Co Vice President	Assist the President in their responsibilities. CO VP will assume President position the next school year.	Attend min 7 meetings	Attend/set up/clean up the 6 sponsored HASA events. Strong leadership and personal skills required. Need to have access to email regularly. Strong excel and documentation skills.	Yes	No
Secretary	Attend all monthly meetings, send out meeting minutes and meeting reminder. Owner of the HASA email account. Responsible for sending out weekly updates to school of the HASA events, reminders, etc.	Attend min 7 meetings	Need to be on email daily. Need to have strong organization and communication skills. Responsible for updating database each year to ensure all parents emails are current.	Yes	Yes
Treasurer	Oversee all the deposits and receipts of all HASA sponsored events. Ensure the timely distribution of sports checks. Ensure the recordkeeping of account meets Audit standards.	Attend min 6	Regular email use a must. Strong reconciliation skills and organization required. Need to be available to deposit money to account and available to have checks signed off by Rectory on a weekly basis. Strong EXCEL skills required	Yes	Yes
Room Parent	Assign room parents to each classroom at the beginning of the school year, guide the room parents on their overall duties and act as a liaison between HASA and the room parents.	Attend min 6	Assist at 3 of the Sponsored HASA events. Regular email use a must. Strong communication and organization skills required.	Yes	Yes
Sports Coordinator	Handle the administrative side of the sports program ensuring all sports team information, including sign up, coaches, Hungry Hawks, t-shirts, etc are available on a timely manner. This includes collecting the student fees from all players, ensure payments are made to tournaments and any expenditure from the sports programs are approved and within budget. Bring new events to the school, particularly working close with Middle school.	Attend min 6	Assist at 3 of the Sponsored HASA events. Regular email use a must. Need to be very well organized. Strong reconciliation skills required.	Yes	No
Enrichment					
Enrichment Coordinator	Coordinate the Enrichment meetings and oversee the budget. Work as liaison between committee and teachers to ensure program is meeting expectations of school. All field trips will be coordinated by teachers, Enrichment will be required to bring in outside groups to the school.		Regular email use a must. Strong reconciliation skills and organization required. Need to remain within budget. Partner with the other Norwood Public schools to share program information. Also, need to submit grants to obtain additional funding for events	Yes	No
Elementary Coordinator	Coordinate in house events for Grade pre k-5		Regular email use a must. Strong reconciliation skills and organization required. Need to remain within budget. Partner with the other Norwood Public schools to share program information. Also, need to submit grants to obtain additional funding for events	Yes	No
Junior High Coordinator	Coordinate in house events for middle school	1 Rep from Enrichment need to attend every meeting	Regular email use a must. Strong reconciliation skills and organization required. Need to remain within budget. Partner with the other Norwood Public schools to share program information. Also, need to submit grants to obtain additional funding for events		No

Hospitality					
Hospitality Coordinator	Assist Hospitality in providing guidance in each HASA event	1 Rep from Hospitality need to attend every meeting	Assist at 4 of the Sponsored HASA events	Yes	Yes
Halloween Co-Coordinator	Coordinate, organize, set up, run and clean up Halloween event. Ensure party event is within budget.		Assist at 3 of the Sponsored HASA events, not including Halloween which they will run	Yes	Yes
Halloween Co-Coordinator	Coordinate, organize, set up, run and clean up Halloween event. Ensure party event is within budget.		Assist at 3 of the Sponsored HASA events, not including Halloween which they will run	Yes	Yes
Christmas Co Coordinator	Coordinate, organize, set up, run and clean up Christmas event. Ensure party event is within budget.		Assist at 3 of the Sponsored HASA events, not including Christmas which they will run	Yes	Yes
Christmas Co Coordinator	Coordinate, organize, set up, run and clean up Christmas event. Ensure party event is within budget.		Assist at 3 of the Sponsored HASA events, not including Christmas which they will run	Yes	Yes

EVENTS FOR HASA:

Meet the Teacher night, Halloween Party, Christmas Party, Family Breakfast

Additional events are optional including movie night and whatever the HASA committee decides to offer that school year

* Hours will be given at the END of the school year (June) pending all job requirements were completed. No partial hours will be given.

Commitment is more than 20 hours during the school year. Expect to give an approximate of 40+ hours in your position. Co President is closer to 60-80+ hours during the year.