

# St. Stephen School

## *To Love, To Inspire – To Achieve!*

Discipleship Embodied • Partnership Embraced • Scholarship Celebrated • Leadership Modeled • Citizenship Personified

### Letter from the HOME SCHOOL ASSOCIATION

Christine Falbo, President • Eileen Klein, Vice President • Traci Terlecky, Treasurer • Deanna Pavone, Secretary



**SSS NEEDS YOU!**

### **HSA OFFICER NOMINATIONS 2010-2011**

Please give serious consideration to running for the HSA Executive Board for the 2010-2011 school year....**we need your ideas and your energy!** It's NOT HARD and it is a great way to make a difference in the school! Elections will be held in March and the winners will be announced the first week in April. Feel free to contact a current HSA officer with any questions you have about the offices. **The deadline for submission is Friday, February 26th!**

**President** – Serve as leader for the HSA; preside at all HSA meetings (3-4 meetings per year, board meetings as needed), ex-officio member of the school advisory board (monthly meetings); prepare monthly newsletter to Members of the HSA; coordinate/oversee all activities of the HSA (Time commitment: approx. 2-5 hours per week)

**Vice President** - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; perform other delegated duties as assigned (Less than 5 hours per month)

**Secretary** - Keep the minutes of all general meetings and all meetings of the Executive Board; maintain the calendar of events for the HSA. (5 hours per month)

**Treasurer** - Responsible for and maintain custody of all funds; make disbursements as properly authorized; assure that HSA policies and best practices are followed with regards to funds; prepare and present financial reports for each meeting and as needed. (approx. 2 hours per week)

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Name \_\_\_\_\_

Please place my name on the ballot for the position of:

\_\_\_\_\_ President      \_\_\_\_\_ Vice-President      \_\_\_\_\_ Secretary      \_\_\_\_\_ Treasurer

**Please return to school by Friday, February 26<sup>th</sup>.**

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