



PARENT ASSOCIATION BOARD POSITIONS

Interested in a volunteer position with the PA? Please let us know at hthnc.pa@gmail.com!

Position Title (Board Designation)	Description & Duties	Monthly Time Commitment	Notes
President (Officer)	<i>Per bylaws updated May 2023:</i> The President is the principal executive Officer of the Association in charge of carrying out the resolutions of the Board of Directors and shall, in general: • Supervise or carry out all the business and affairs of the Association including contracts, publications, events, and meetings, except where the execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other Officer or agent of the HTHNC Parent Association. • He or she shall maintain appropriate, complete, and accurate records and in general perform all other duties as may be prescribed by the Board of Directors from time to time. • Co-sign all checks of the HTHNC Parent Association. • Be an ex-officio member of all committees except the nominating committee and shall be invited to attend all meetings. The President shall receive minutes or reports from all committee meetings. • Shall serve on the President's Council of the HTH schools. <i>Per former PA President:</i> Facilitate meetings, encourage participation, oversee all other board and committee positions and responsibilities, and build community within the HTHNC Village.	6-8 hours (more around Village Fest Feb-Apr)	Works closely with all board members and committee chairs Regularly scheduled commitments include monthly meetings with the school directors, monthly PA Board meetings on Zoom, as well as attendance at occasional PA events.
Communications Director (Officer)	<i>Per bylaws updated May 2023:</i> The Communications Director shall oversee all PA communications to parents and the school community and will: • Prepare and distribute e-newsletters, email blasts, and other forms of communication, • Be responsible for maintaining the PA calendar, website, and social media sites. • Work with other volunteers, appropriate school staff (that may include the Director, Site Managers, and/or IT Director), and consult as needed with other PA leaders.	4-6 hours (more around Village Fest Feb-Apr)	Works closely with all board members and committee chairs Regularly scheduled commitments include monthly meetings with the

	<i>Per former Communications Director:</i> Send out weekly PA newsletters to all three school's Site Managers, maintain the PA website, hthncpa.com, and volunteer whenever possible at various events. Also, help mentor new board members and committee chairs.		school directors, monthly PA Board meetings on Zoom, as well as attendance at occasional PA events.
Treasurer (Officer)	<i>Per bylaws updated May 2023:</i> The treasurer will handle all financial matters of the HTHNC PA and will: ● Provide financial reports on a monthly basis and a yearly summary to the HTHNC PA. ● Provide financial reports on a monthly basis to the HTH Foundation CFO. ● Sign Association checks with approval of another designated Board member. ● Chair the Budget Committee. ● Will facilitate an audit of the books as required by the HTH Foundation CFO; such an audit would be paid for by the HTHNC PA. ● Perform such other duties as from time to time may be assigned to him or her by the Board of Directors. ● Be custodian of the HTHNC PA's financial records. <i>Per former Treasurer:</i> Present the budget at monthly PA meetings; provide reimbursement checks for PA members; write expense checks for vendors; deposit cash and checks as needed; file digital copies of receipts of all income and expenses in Google Drive; record income and expenses in spreadsheet on Google Drive; create annual budget, perform monthly reconciliation of PA bank account; submit biannual accounting reports to HTH Foundation Treasurer. Responsible for tracking and managing all monies associated with fundraising events.	2-4 hours (more around Village Fest Feb-Apr)	Works closely with all board members and committee chairs Regularly scheduled commitments include monthly meetings with the school directors, monthly PA Board meetings on Zoom, as well as attendance at occasional PA events. Accounting background helpful, but not essential
Secretary/Parliamentarian (Officer)	<i>Per bylaws updated May 2023:</i> The Secretary/Parliamentarian shall be responsible for the keeping of the minutes of the meetings of the members and of the Board of Directors. In addition, the secretary will: ● See that all notices are duly given and when required by these bylaws or the law. ● Receive ballots and record the result of a vote for an election or bylaws change. ● Perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Board of Directors. ● The Secretary shall endeavor to keep all copies of membership records under his or her custody in the PA Google Drive ● Shall rotate secretarial note taking of the President's Council. ● Maintaining present bylaws, original bylaws, and all amendments to the bylaws.	2-4 hours (more around Village Fest Feb-Apr)	Works closely with all board members and committee chairs Regularly scheduled commitments include monthly meetings with the school directors, monthly PA Board meetings on Zoom,

	• Advise the President and the Executive Board of correct Parliamentary Procedure. • Arrange the first meeting of the Nominating Committee and be available to advise the committee on Parliamentary procedure. <i>Per former Secretary:</i> • Prepare for monthly meetings by compiling agenda items provided by the board, emailing the agenda to board and posting to PA website prior to meeting. • Attend all meetings; take detailed notes of all meetings, then prepare and send meeting minutes (including action items) to the board for review and then post to PA website • Upload recorded copy of Zoom meetings to Google Drive • Maintain all PA records and archives in the Google Drive.		as well as attendance at occasional PA events.
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