

## **2018-2019 St. James HSA Executive Board**

President: Kim Botticello

Schedule and prepare agenda for monthly meetings. Organize Blue Carpet Reception and Parent Night. Ensure each HSA committee has a chair and the chair has an updated volunteer list. Support all other HSA activities and events.

Vice President: Rebecca Price

Works closely with the President to learn the duties of the President, supports the President in all HSA related activities and events, and is the chair for Catholic Schools Week.

Director of Homeroom Parents: Rachel McKeown

Provides the schedule of the homeroom related activities and communicates responsibilities of homeroom parents. Facilitates the collection of homeroom dues, organizes the Homeroom Parent Tea, and updates the teacher wish list for Teacher Appreciation Week.

Co-Directors of Cafeteria and Playground Duty: Nicole Allison & Nicole Ciammaco

One Director is responsible for the online schedule of volunteers and reporting volunteer hours monthly. One Director is responsible for ensuring daily coverage of cafeteria and playground.

Treasurer: Teri Kempton

Manage all HSA financial obligations and provides a monthly financial report at each meeting.

Recording Secretary: Kate Wright

Record minutes at every meeting and distribute to all board members, Principal, and administrative assistant.

Corresponding Secretary: Valerie Rodgers

Responsible for coordinating and publishing the Cougar Call on a weekly basis and the school directory.