

# HSA Executive Board

**Co-Presidents:** Chrissy Giunipero & Amy Minnock

Presides over all meetings, appoints all standing and special committees, receives notices of all committee meetings, and monitors all checks.

**Executive Vice President:** Michele Pietrzak

Shall assist co-Presidents in organizing H.S.A activities, shall serve as co-President if neither is present, and shall act as liaison with Homeroom parents.

**Vice President of Operations:** Beth Carroll

Shall be responsible for scheduling volunteers, especially for daily playground and cafeteria duty.

**Treasurer:** Teri Kempton

Shall make disbursements only as directed by the Executive Board, give a verbal and written financial report at each meeting and provide a year-end annual financial report.

**Recording Secretary:** Rachel McKeown

Shall take minutes at every meeting, record. Monthly Board Minutes should be distributed to the Board Members, Principal and Pastor. Minutes from the General Meetings should be posted in the teacher's lounge, and on the website within one week of the meeting date. Hard copies of the General Meeting minutes shall be provided to all parents who request them.

**Corresponding Secretary:** Valerie Rodgers

Responsible for coordinating and typing the Cougar Call on a weekly basis.