

Readington Home School Association, Inc.

P.O. Box 700, Whitehouse Station, New Jersey 08889

Consider becoming a part of the Readington H.S.A.! **Executive Committee - OPEN POSITIONS (2 Year Term)**

Executive Vice President

- Be prepared to oversee the daily operations of the Readington Home School Association, if President is not able to serve in that capacity.
- Run meetings if President is not able to attend
- Work closely with President to set the calendar and budgetary goals
- Step in as needed to help with Self-Audit, Nominating Committee, Scholarship, and other events
- Attend monthly board meetings and business meetings throughout the year
- Recruit volunteers for all HSA events

HBS Vice Presidents (2)

- Communicate with Principal and staff regarding all HSA events and activities
- Coordinate Back To School Night with flyers and/or announcements for HR Reps
- Coordinate and oversee event chairs of HSA events and activities such as Pumpkin Bash, book fairs, holiday shoppes, Bobcat Bingo and field day
- Submit weekly Genesis HSA announcement blasts with HSA information
- Forward HSA communications through classroom reps
- Attend monthly board meetings and business meetings throughout the year
- Present to HSA Board Mini Grant submissions from your school for approval
- Recruit volunteers for all HSA events
- Liaise between school events and HSA Treasurer

TBS Vice Presidents (2)

- Communicate with Principal and staff regarding all HSA events and activities
- Coordinate Back To School Night with flyers and/or announcements for HR Reps
- Coordinate and oversee event chairs of HSA events and activities such as block parties, book fairs, Halloween Spooktacular, holiday shoppes, Mini Courses and field day
- Submit weekly Genesis HSA announcement blasts with HSA information
- Forward HSA communications through classroom reps
- Attend monthly board meetings and business meetings throughout the year
- Present to HSA Board Mini Grant submissions from your school for approval
- Recruit volunteers for all HSA events
- Liaise between school events and HSA Treasurer

RMS Vice President (1)

- Oversee and help coordinate all H.S.A. events at Readington Middle School including Book Fair, Teacher Appreciation activities, Holiday Shoppe, Cultural Arts assemblies, 8th grade end of year activities, and Field Days
- Ensure H.S.A. event chairs work within their budgets and help to promote events through weekly Genesis blasts
- Work with the Principal and staff to distribute Mini Grant funding to worthy projects in the school
- Communicate with the Principal and office staff to make sure all H.S.A. events run smoothly
- Recruit volunteers for all HSA events
- Attend monthly board meetings and business meetings throughout the year

Diversity and Inclusion Coordinator (1)

- Advocate for diversity, equity, and inclusion in all H.S.A. events and communications
- Serve as liaison and provide updates on community diversity and inclusion efforts
- Work with the School VPs to identify Mini Grant projects and Cultural Arts events that promote inclusion
- Update H.S.A. Calendar to reflect diversity and promote cultural/religious awareness of under-represented groups
- Attend monthly board meetings and business meetings throughout the year

If you are interested or for more information please contact Beth Fiore enfiore@gmail.com by May 4th, 2021

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OPEN EVENT POSITIONS (1 year term)

DISTRICT-WIDE

Clothing Drive

HBS

Homeroom Representative Chair

Bobcat Bingo

Teacher Appreciation

Book Fair

Holiday Shoppe

Cupid Drop

RMS

Holiday Shoppe (Need 2)

8th Grade Picnic (Need 2)

TBS

Block Party (Fall and Spring)

Book Fair (Fall and Spring)

Halloween Event

Holiday Shoppe

Mini Courses

Staff Appreciation

WHS

Holiday Shoppe (Need 1)

Mini Courses (Need 2)

Spring Event (Need 1)

Fall/Halloween Event (Need 1)

Yearbook (Need 2)

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