

# Readington Home School Association, Inc.

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

## H.S.A. Volunteer Opportunities

Consider becoming a part of the Readington H.S.A.!

### OPEN POSITIONS

HSA President • HSA Executive Vice President • HSA Treasurer • TBS VP (1) • WHS VP (2) • HBS VP (2)  
RMS VP (1) • Diversity, Equity and Inclusion Coordinator

#### President

- Oversee the daily operations of the Readington Home School Association, including, but not limited to:
- Set up each monthly pre-agenda meeting (meetings are currently 1st Monday of the month - unless otherwise noted at previous meeting. Create and send out the agendas for monthly Exec Comm, quarterly Business Meetings
- Ensure all district wide genesis correspondence is sent
- Work with Treasurer to review and sign all contracts, as well as any bounced checks or any other financial matter
- Ensure a member attends/logs in to the BOE meetings monthly
- Contact Superintendent to meet at HSA Pre-agenda meeting at least every other month
- Ensure BOE has representative for HSA
- Respond to all parent, vendor and school correspondence in a timely manner

#### 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 EC board meetings and business meetings throughout the year with a vote on all HSA Business
- Recruit volunteers for all HSA events

#### Treasurer

- Handle all aspects of banking for the HSA including making deposits, writing checks and reconciling our QuickBooks accounts with monthly bank statements.
- Provide an updated budget for discussion at the monthly HSA executive board meetings.
- Attend monthly EC board meetings and business meetings throughout the year with a vote on all HSA Business
- Attend quarterly business meetings and present a Treasurer's update.
- Work with accountants to file annual tax returns and take care of other tax needs.
- Lead the yearly process of budgeting for the following school year.

#### TBS, WHS and HBS Vice President (1 TBS, 2 WHS, 2 HBS)

- 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 Book Fairs, Halloween Event, Winter Shoppes, Teacher Appreciation, Field Day, Cultural Arts assemblies and many more. Ensure H.S.A. event chairs work within their budgets and help to promote events through weekly Genesis blasts.
- Submit weekly Genesis HSA announcement blasts with HSA information
- Forward HSA communications through classroom reps and PTBoard
- Attend monthly EC board meetings and business meetings throughout the year with a vote on all HSA Business
- 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 HSA 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 HSA event chairs work within their budgets and help to promote events through weekly Genesis blasts.
- Submit weekly Genesis HSA announcement blasts with HSA information
- Work with Principal and staff to distribute Mini Grant funding to worthy projects in the school.
- Present to HSA Board Mini Grant submissions from your school for approval
- Communicate with Principal and office staff to make sure all HSA events run smoothly.
- Attend monthly EC board meetings and business meetings throughout the year with a vote on all HSA Business
- Recruit volunteers for all HSA events
- Liaise between school events and HSA Treasurer

#### Diversity, Equity and Inclusion Coordinator (1)

- Advocate for diversity, equity, and inclusion in all HSA 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 EC board meetings and business meetings throughout the year with a vote on all HSA Business

If you are interested or for more information, please email [hsanominations@gmail.com](mailto:hsanominations@gmail.com)