

The Hatboro Horsham High School Home and School Association is seeking nominees for the 2019-2020 HHHS HSA Executive Board.

HHHS HSA Executive Board Officers are elected yearly with the option to be re-elected for up to a two-year term. Two people who wish to share the responsibilities of one office may run as co-officers. These co-officers will have one vote on the Executive Board. If there is someone you would like to share an office with, please list that person's name below.

The deadline for nominations is **April 12, 2019**. Nominees will be posted on the HSA website by April 26, 2019. The HHHS HSA elections will take place on May 8 at 7:00 PM.

President-Shall preside at all meetings of the Association and the Executive Board; shall be an ex-officio member of all committees except the nominating committee (coordinate and monitor activities of the chairpersons); shall communicate regularly with the Principal and shall perform all other duties pertaining to the office prescribed by the Bylaws or assigned by the Executive Board.

Vice President-Shall act as an aide to the President and shall, in his/her designated order, perform the duties of the president in the absence or inability of the officer to serve.

Secretary-Shall record all minutes of each regular and executive board meeting. A permanent record of these proceedings shall be kept for future reference. A report of these minutes shall be presented at each regular and executive board meeting. The secretary will also be responsible for maintaining HSA website.

Co-Treasurers (Co-Treasurers are recommended to keep Banking & Reporting functions separate.)

Cash/Banking Treasurer-Shall receive and deposit all monies of the Association and keep an accurate record of receipts and expenditures. Pay out funds in accordance with the approved budget; pay out expenditures voted on by the general membership and executive board. Balance checkbook monthly. Cash/Banking Treasurer and President alone have the authority to sign checks.

General Ledger/Reporting Treasurer-Shall prepare the bank reconciliation using the reconciliation function within QuickBooks. Shall prepare monthly revenue and expense reports including annual budget data for comparison purposes. Present a financial statement at every meeting and at other times when requested by the HSA.

Nominations due April 2 to the main office.

I/We would like to be nominated for the following position:

_____President

_____Secretary

_____Vice President

_____Cash/Banking Treasurer

_____General Ledger/Reporting Treasurer

Name_____Phone_____

Co-Chair (if Applicable)_____phone_____