

4/12/11

## **All Saints Academy Home and School Association Application for Board Positions**

The election for the 2011-2012 Board of the All Saints Academy Home and School Association will take place in May. Please consider applying for an office. The volunteers that make up the H&S Association make it possible for All Saints Academy to provide many extras for your child's education. The duties of the officers, as listed in the by-laws, are described below. The term of each office is for one school year. This board will be in place from August 2011 until July 2012. Meetings are held once a month from August to June and are open to all school families. The H&S board oversees the H&S activities for both All Saints Elementary and All Saints Middle School.

All applications will be accepted. Applicants for President will first come from the current H&S Board; if no one applies, then other applications for President will be accepted.

For additional information about what the positions below entail or to request an outline of H&S activities, please contact any current board member or Chris Burns, Principal. The H&S by-laws and additional information are available on the school website, [www.allsaintsacademygr.org](http://www.allsaintsacademygr.org), under the "Home and School" tab.

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*President:* Shall preside at all meetings, decide all questions of order, act and judge impartially, declare results of all votes, appoint committees not otherwise provided for, and perform such duties as are incumbent upon the office of President. The President is ex-officio a member of all committees. The president must have at least 1 year experience as a voting member of the H&S Board. 1-year term; can be repeated; 2 year term limit. (Note: the experience requirement is waived in the event no current H&S member applies.)

*Vice President:* Performs the duties of the President in the absence of the President. 1-year term; can be repeated; 2 year term limit.

*Secretary:* Keeps a record of all the proceedings of all meetings, is responsible for all necessary correspondence of the association, and presents a report of the previous meeting at each meeting. 1-year term; can be repeated; 3 year term limit.

*Treasurer:* Keeps an accurate record of the receipts and expenditures, authorizes payments as voted and approved by the association, Executive Board or the President as stipulated in the by-laws. Submits a current report/budget at each board meeting. 1-year term; can be repeated; 3 year term limit.

*Director of Events* (Carnival, Teacher Appreciation Week, Back to School Open House)

*Director of Fundraising* (Oversee all H&S fundraisers, except for Eaglefest)

*Assistant Director of Fundraising* (Assist Director with all H&S fundraisers as needed)

*Director of Hospitality* (Oversee teacher meals, congratulations and condolences, etc)

Responsible for overseeing the events in each category, including but not limited to the items described above. 1-year term; can be repeated; 3 year term limit.

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Application for Board Positions**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Please list board position(s) you are interested in:

\_\_\_\_\_

Please give a short statement which represents why you would be a good candidate for the office you have selected:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any previous board experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any additional information you would like to share:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My submission of this form is an acceptance to serve on the Home and School Association Board if elected.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*All school parents, faculty, staff and priests are considered members of the Home and School Association and as such, may vote for the board. To vote, you must be present at the May meeting on Tuesday, May 10, 2011 in the Middle School Library.*

*Please note that campaigning for votes is not allowed. Thank you.*

**Return to the school office by Friday, April 29, 2011. Late applications may be rejected.**