

HSA Vice President Responsibilities

Vice President of the SMS HSA is responsible for:

1. Interacting closely with the HSA Treasurers in order to maintain family commitment information from fund raising and cash payments.
2. Interacting with fund raising chair people regarding family commitment contributions from their fund raiser.
3. Communicating with families about their commitment status via personal e-mails, letters, and/or telephone calls.
4. Compiling and sending out semi-annual commitment standing letters.
5. Interacting with the Principal regarding families delinquent in their commitment obligations.

As an SMS HSA Board member, the VP is responsible for:

1. Attending monthly Board meetings.
2. Attending semi-annual general HSA meetings
3. Participating at all HSA functions, i.e. Back to School events, Christmas Craft Fair, Baby Jesus Birthday Party, Music Concerts, Basket Bingo, Family Nights, and Teacher Remembrance distributions. Members rotated these events.
4. Attending off site diocesan workshops or meetings. Members rotate these events.