

HARBORDALE SCHOOL ASSOCIATION (HSA)

Application for Leadership

If you are interested in being considered for a leadership position for the 2016-2017 school year, please complete this application and return to Yolanda Fox-Newman, HSA President. You may return it to your child's teacher or put it in the Turtle Box in the front office.

Name:

Phone Number and email:

Child's name and teacher:

Please indicate your interest for each of the leadership positions below for the 2013-2014 school year. *Please circle any position you would consider accepting.*

BOARD POSITIONS (Elected) *The positions below comprise the "Executive Board" and these officers attend monthly meetings (usually held on a weekday evening) for planning purposes.*

President – Presides at all meetings of the association and executive board, shall be an ex-officio member of all committees except the nominating committee, shall represent the association, and shall perform all other related duties.

VP Fundraising – Coordinates the fundraising activities of HSA and chair meetings in the absence of the president. Upon request by the treasurer, the first vice president shall sign appropriate disbursements for the association.

VP Public Relations – Coordinates new student outreach, all parent-sponsored educational programs for students, chairs the yearbook, PR, and signage for each fundraiser.

VP Membership – Promotes membership drives, maintains membership list, and coordinates room parents for each classroom. Along with Volunteer Coordinator, in charge of Orientation Day.

Secretary – Maintains the records of HSA, prepares and publishes minutes of the association and board meetings, and prepares correspondence. Acts as the liaison to the webmaster.

Treasurer – Receives all funds of HSA and maintains an accurate record of receipts and expenditures. Disburses funds, prepares and presents monthly reports.

Assistant Treasurer – Trains with the existing treasurer and eventually take over the position of treasurer.

Parliamentarian – Ensures the By-Laws are updated after amendment changes, makes sure the board is following proper protocol for the organization.

APPOINTED POSITIONS (Appointed by HSA President):

Hospitality Chairperson - Responsibilities include planning and coordinating Staff Welcome Back Breakfast (First day teachers and staff return in August), Coffee and Kleenex (First day of school), Holiday Staff Appreciation Luncheon (December), End of Year Staff Appreciation Luncheon (May), as well as ensuring there is coffee, creamers, sweeteners, and cups for the monthly HSA meetings.

Garden Club Coordinator - Acts as liaison between the Fort Lauderdale Garden Club and Harbordale Administration for the 4th and 5th Grade planting project. Duties include contacting FLGC to help coordinate the planting project, and communicating with Harbordale administration regarding the class schedule for the planting.

Meet the Masters Coordinator – Administers the art history program. Duties include recruiting presenters, organizing materials from website to distribute and coordinating with school administration and art teacher. There are five presentations per school year.

Volunteer Coordinator - Helps recruit, organize and place volunteers. Coordinator works on recruiting and organizing at orientation, helping to staff HSA events and communicate volunteer opportunities within the school. Along with VP Membership, in charge of Orientation Day (Friday before school year begins).

Adopt-A-Class Coordinator - Coordinates the process of matching donors with individual classrooms. The Coordinator writes letters of adoption to parents and business sponsors and ensures a smooth process for the teachers in spending and reimbursement of funds. Speaks publicly about program at Orientation and at other times if necessary.

Webmaster – Updates and enhances the HSA website. Works closely with Secretary to keep website current.

Please tell us which position(s) you are most interested in and why you feel you are the best candidate for that position, including examples of any experience you bring to the position.

DISCLAIMER: Please understand that by submitting your name for leadership consideration it does not mean you will be automatically slated for that position. The Nominating Committee of HSA thanks you for your assistance!