

Readington Home School Association, Inc.

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

Consider becoming a part of the Readington H.S.A.! **Executive Committee - OPEN POSITIONS (2 Year Term)**

Secretary

- The Secretary shall record the minutes of all general business meetings of the Association, take attendance and document votes for all meetings of the Executive Committee and all meetings of the Board of Trustees.
- They shall have a copy of the approved By-laws available at every meeting.
- The Secretary shall maintain a list of chair people of the Association's standing and special committees as well as a historical record. They shall also maintain a list of Supporters of the Association, and shall perform such other duties as the Board of Trustees or the Executive Committee may assign.

RMS Vice President (1)

- Oversee and help coordinate all H.S.A. 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
- Work with the Principal and staff to distribute Mini Grant funding to worthy projects in the school
- Submit weekly Genesis H.S.A. announcement blasts with H.S.A. information
- Communicate with the Principal and office staff to make sure all H.S.A. events run smoothly
- Attend monthly board meetings and business meetings throughout the year with a vote on all H.S.A. business.
- Recruit volunteers for all HSA events
- Liaise between school events and H.S.A. Treasurer

We are also looking to create a new position of Preschool Vice President. Please let us know if you are interested in this role:

Preschool Vice President

- Oversee and coordinate all H.S.A. events at all Readington Public Preschools involved in the program (Berry Patch, Global Pioneers, Whitehouse Prep School, Whitehouse School, Three Bridges School, and Stanton Learning Center) through the local HR Reps.
 - Work with the Preschool Program Staff (Pupil Services Director), Directors and Staff to distribute Mini Grant funding to worthy projects in the school.
 - Distribute weekly HSA announcements and communications through the Preschool Program Staff or through PTBoard in the future.
 - Communicate with the Preschool Program Staff to make sure all H.S.A. events run smoothly
 - Attend monthly board meetings and business meetings throughout the year with a vote on all H.S.A. business.
 - Recruit volunteers for all HSA events
 - Liaise between school events and H.S.A. Treasurer
- Attend quarterly ECAC (Early Childhood Academics Council) meetings as a representative of the H.S.A