

HASA - Overview of Board Roles and Responsibilities

PRESIDENT

- Preside at all meetings of HASA and the Executive Board, receive notice of all meetings and exercise general supervision over HASA.
- Plan the calendar for HASA's fiscal year and present a summary of the year's work at the final meeting of the year.
- Formulate the agenda for HASA and Executive Board meetings.
- Act as the representative of HASA at appropriate Parish and Archdiocesan functions or appoint a representative to act in his/her behalf.
- Appoint committee chairs and be a member, ex-officio, of all committees.

RECORDING SECRETARY

- Keep minutes of all meetings of HASA and Executive Board.
- Prepare an agenda prior to the meetings, in conjunction with the President.
- Provide a copy of minutes to the Executive Board and if requested, to HASA membership. Minutes shall be approved by the Executive Board before entered into record.
- Send notices of regular meetings to members prior to said meetings.
- Conduct meetings in the absence of the President and Vice-President.
- Be responsible for all communications to appropriate persons and/or organizations as directed by the President.
- Be responsible for assurances of a quorum representation and accurate accounting of all official votes at meeting.
- Prepare a list of all Executive Board members and committee chairperson and committee members.

TREASURER

- Receive all dues and other monies and make disbursements as directed by the Executive Board.
- Make a verbal financial report at each General HASA meeting.
- Provide written financial report at all Executive Board meetings.
- Keep an accurate account of all receipts and disbursement.
- Prepare the budget in cooperation with the Executive Board and the Parish Business Manager.

Term of office is two years and runs July 1st through June 31st.