

FVCCA Home School Association (HSA)

Executive Board Manual

Purpose of the HSA Executive Board

The purpose of the Home School Association (HSA) Executive Board is to support the mission of the Catholic school by fostering a strong partnership between home and school. The Executive Board serves as a leadership body that promotes family engagement, supports school initiatives, strengthens community spirit, and assists in providing resources that enhance the spiritual, academic, and social development of all students.

The Executive Board works collaboratively with the Principal, school administration, faculty, and families to ensure that HSA efforts reflect the values and priorities of the school community.

Mission Alignment

The HSA Executive Board is committed to advancing the Catholic identity and mission of the school. All actions, decisions, and events sponsored by the HSA should:

- Reflect Gospel values and Catholic teachings
- Support the spiritual formation of students and families
- Promote respect, inclusion, and service to others
- Strengthen the partnership between parents, school leadership, and faculty
- Align with the school's educational goals and policies

The Executive Board operates in collaboration with the Principal, recognizing the Principal as the chief educational and spiritual leader of the school.

Roles and Responsibilities of Executive Board Members

All Executive Board members are expected to serve as positive role models, ambassadors of the school, and advocates for the HSA mission. Board members should act with integrity, professionalism, and a spirit of service.

1. Active Participation

Executive Board members are expected to actively engage in the work of the HSA by:

- Attending all regularly scheduled Executive Board meetings:
 - In person or virtually
- Participating in HSA events either on a committee, set up, or volunteering at the event
- Participating in schoolwide HSA events
- Reviewing agendas, reports, and minutes
- Contributing thoughtfully to discussions and decision-making with professionalism, respect, and collaboration

Consistent participation is essential to the effectiveness and unity of the Executive Board.

2. Communication Responsiveness

Clear and timely communication is critical to the success of the Executive Board. Members are expected to:

- Respond promptly to all board-related emails, messages, and communications
- Participate in time-sensitive discussions, electronic votes, or decision-making processes as needed
- Communicate respectfully and constructively with fellow board members, school leadership, and the school community
- Maintain confidentiality regarding Executive Board discussions, documents, and sensitive information

Confidential matters discussed within the Executive Board should not be shared outside the board unless explicitly approved or directed by the President or Principal.

Professional Conduct and Collaboration

Executive Board members are expected to:

- Uphold the values and reputation of the school and HSA
- Work collaboratively and respectfully with all members of the school community
- Support decisions made by the Executive Board once a decision has been reached
- Address concerns or disagreements constructively and through appropriate channels

Upholding the Mission and Spirit of Service

Board members are called to model the principles of Catholic leadership—service, humility, collaboration, and faithfulness to the Gospel mission of education. In this role, Executive Board members are expected to:

- Act as positive representatives of the Association within the broader Catholic and educational communities
- Support the initiatives and leadership of the President and Executive Director through constructive input and prayerful discernment
- Lead with integrity, compassion, and a spirit of unity, always prioritizing the mission of Catholic education

Serving on the HSA Executive Board is a ministry of service to the school community. Members are encouraged to approach their role with generosity, flexibility, and faith-filled leadership, always keeping the best interests of students, families, and the school at the center of their work.

Accountability and Commitment

By serving on the Executive Board, members agree to:

- Dedicate time and energy to advancing the mission of the Association
- Dedicate time and energy to fundraising for the school
- Maintain active engagement through meeting attendance, outreach, advocacy, and collaboration
- Approach all responsibilities with professionalism, mutual respect, and a strong foundation in faith

Executive Board members understand that accountability to one another, to school leadership, and to the greater school community is essential to effective service.

Conclusion

The Executive Board's effectiveness depends on the active and faith-filled participation of each member. Through shared commitment, consistent communication, and collaborative leadership, the Association remains a strong, relevant, and supportive presence for Catholic school leaders, families, and communities.

"Let all that you do be done in love." – *1 Corinthians 16:14*

Each action taken in service of the HSA contributes to the vitality, witness, and future of Catholic education.

Executive Board Positions and election years

All positions EXCEPT for the School Liaison are two year positions that are elected. In the event that there is only one nomination for a position that nominee will win by default. Elections occur in September (unless a board member resigns). If a position is filled after September that first year of service will not count towards the two year service. All positions can be re-elected.

President- Next election - 2028

Vice President- Next election- 2027

Treasure- Next election will be 2027

Corresponding Secretary- next election will be 2027

Recording Secretary- Next election will be 2027

School Liaison- appointed by the school