



Saint Thomas the Apostle School Home & School Association Nominations

The Home & School Association nominations are open for parents who are interested in joining the HSA Executive Board for 2026-2028. Our school is only as good as you, the parents, who lend their support. We realize this is a huge responsibility, but we are also sure that we have parents who can do this job and do it well!

If you would like to submit your name or know someone you feel would be a good candidate, please complete the information listed below by March 13th.

I am submitting a nomination for the Home and School Executive Board for 2026-2028

Please return the form to the school office by March 13th in a sealed envelope labeled "Home and School Confidential".

Nominee Name _____ Phone Number _____

Email Address _____

PLEASE CHECK POSITION(S) *SEE ATTACHED SHEET FOR DESCRIPTION OF POSITIONS*

- _____ President
- _____ Vice President
- _____ Senior Treasurer
- _____ Junior Treasurer
- _____ Secretary
- _____ Senior Member at Large
- _____ Junior Member at Large Volunteers/Community
- _____ Junior Member at Large Public Relations
- _____ Junior Member at Large Fundraising
- _____ Junior Member at Large Hospitality
- _____ Junior Member at Large Class Parent Liaison
- _____ Junior Member at Large Tricky Tray/Solicitation
- _____ Co-Junior Member at Large Tricky Tray/Solicitation
- _____ Junior Member at Large

All members of the Home and School Executive Board are expected to attend and actively support HSA events throughout the year. Executive Board members are encouraged to work collaboratively and support one another across all areas of our association. While each role has specific responsibilities, we value a team approach where everyone is willing to step in and help wherever needed to ensure our events and initiatives are successful.

ALL EXECUTIVE BOARD MEMBERS NEED TO HAVE THEIR "PROTECTING GOD'S CHILDREN", VOLUNTEER APPLICATION AND BACKGROUND CHECK.

WE WORK AS ONE - EVERYONE BRINGS SOMETHING SPECIAL TO THE GROUP.



The duties of the STA HSA Executive Officers:

President

The President shall serve a 2-year term and preside over all meetings of the STA HSA and of the STA HSA Executive Board. The President shall serve as an ex-officio member of all the committees and attend all of the committee meetings and events as well as the Advisory Board meetings. The President along with the Vice President shall coordinate and supervise the fundraising activities of the STA HSA. The President shall assist and supervise all community building activities and hospitality events. The President along with the Vice President shall reach out to the chairperson (s)/coordinators to start coordinating their specific events. The President shall post to our website and shall update the website as needed. The President in conjunction with the Secretary will retrieve/respond to email correspondence.

Vice President

The Vice President shall serve a 2-year term and perform all the duties of the President during the President's absence. The Vice President shall, along with the President, coordinate and supervise the fundraising activities of the STA HSA. The Vice President supports the President and steps in to lead meetings when needed, while helping guide the overall work of the HSA. This role oversees committees and major events to ensure fundraisers and school activities run smoothly and stay organized.

Senior Treasurer/Junior Treasurer

The Senior and Junior Treasurer shall serve a 2-year term and keep an accurate accounting of the receipts and disbursements of the STA HSA. The Senior and/or Junior Treasurer shall present a verbal report at each STA HSA General Meeting (at least 4 per year) and shall provide a written report to the STA HSA Executive Board after every fundraising event. The Senior Treasurer along with the Junior Treasurer will be responsible for the handling of all money at all STA HSA events. The Senior Treasurer along with the Junior Treasurer will secure all licenses necessary for fundraising events.

Secretary

The Secretary will serve a 2-year term. The Secretary shall submit for approval from the STA HSA Executive Board a calendar of events for the school year and shall also submit room requests to the parish/school as needed. The Secretary shall take full and accurate notes at all STA HSA meetings and provide a copy of the minutes to the executive board within 5 days of the meeting. The Secretary in conjunction with the President shall answer any correspondence (school mailbox, emails)

Senior Member at Large

The Senior Member at Large shall serve a 2-year term and be responsible for overseeing the Junior Member(s) At Large, coordinating Dine-In fundraisers along with picking up proceeds from the restaurants/vendors, and coordinating any events as directed by the President and/or Vice President of the STA HSA Executive Board.

Junior Member at Large Volunteers/Community

Junior Member at Large Volunteers/Community will serve a 2-year term and coordinate all volunteers for STA HSA events. Will keep accurate records of In-Service hours completed by all volunteers and recommend volunteers who have fulfilled their in-service agreement to receive their in-service bond credit, coordinate the Shoprite/Stop n Shop gift card sale for the fundraising bond. Will keep accurate records of the completed purchases and report all those that have fulfilled their bond for fundraising bond credit and additional responsibilities as needed.



Junior Member at Large Public Relations

Junior Member at Large Public Relations will serve a 2-year term and be responsible for posting to all school social media sites along with outside media outlets as permitted, submitting necessary flyers to the church's bulletin/communications team and additional responsibilities as needed.

Junior Member at Large Fundraising

Junior Member at Large Fundraising will serve a 2-year term and be responsible for presenting/implementing fundraising and community building ideas/activities as well as additional responsibilities as needed.

Junior Member at Large Hospitality

Junior Member at Large Hospitality will serve a 2-year term and be responsible for coordinating with the school/principal for open house, church ministry fair, wax museum, parish picnic, school's holiday concert and additional responsibilities as needed.

Junior Member at Large Class Parent Liaison

Junior Member at Large Class Parent Liaison will serve a 2-year term and be responsible for coordinating class parents/communicating all necessary information for Christmas collection, teacher appreciation/Catholic Schools Week, end of year collection, class parties, school concert(s), etc. as well as additional responsibilities as needed.

Junior Member at Large Tricky Tray/Solicitation

Junior Member at Large Tricky Tray/Solicitation will serve a 2-year term and be responsible for Soliciting and purchasing items for the annual tricky tray as well as additional responsibilities as needed. The officer will work closely with the President, Vice President, Senior Member at Large, Co-Junior Member at Large Tricky Tray/Solicitation, Junior Member at Large(s), and Treasurer(s).

Co-Junior Member at Large Tricky Tray/Solicitation

Co- Junior Member at Large Tricky Tray/Solicitation will serve a 2-year term and be responsible for soliciting and purchasing items for events having a tricky tray, i.e. Santa Breakfast, Bunny Breakfast, Fall Event, and others as well as additional responsibilities as needed. The officer will work closely with the President, Vice President, Senior Member at Large, Junior Member at Large Tricky Tray/Solicitation, Junior Member at Large (s), and Treasurer(s).

Junior Member at Large(s)

Junior Member at Large(s) shall serve a 2-year term and work with the Senior Member at Large and assist other officers as needed.