



Our Lady of Mercy

ACADEMY

HOME SCHOOL ASSOCIATION 2023-2024

Objectives:

- To advance Catholic education and promote the welfare and education of the students of Our Lady of Mercy Academy.
- To strengthen parental involvement in OLMA activities and events to support the mission of the school.
- To provide assistance to the administration of OLMA in the common interest of the students.
- To assist the School Advisory Board and the OLMA administration in maintaining clear and direct communication with all members of the OLMA community.
- To oversee and organize fundraising activities for the benefit of OLMA.
- To organize volunteer efforts in order to achieve the goals and objectives of the organization.
- **All funds raised by the HSA shall be for the benefit of Our Lady of Mercy Academy.**
 - The HSA's commitment to the school budget has priority over any other expenditure.

Membership:

- All parents/guardians of current students are members of the OLMA Home School Association and are welcome to attend all meetings and participate in all volunteer opportunities.
- Executive Board members are limited to a 2 year term and then must step down from the executive board for a minimum of two years before being re-nominated.
 - Nominations
 - Any parent/guardian in the general membership (except employed personnel or spouses of Advisory Board members) is eligible to be nominated as a candidate for executive office. They must submit their nomination (or interest) in writing to the Principal.
- OLMA employees (with the exception of the Principal) may not hold an Executive Board Position but are members of the HSA and may attend meetings and participate in volunteer activities.

The Executive Board:

- Principal of OLMA
 - The role of the principal is to oversee the HSA and to participate actively in all meetings. The principal shall evaluate the recommendations of the HSA and support approved activities of the organization.

- **HSA President**

- The duties and responsibilities of the HSA President are:
 - To create an agenda and preside at all HSA meetings.
 - To appoint a liaison between the HSA and the School Advisory Board.
 - To maintain lines of communications between all HSA committees.
 - To review and submit financial reports to the Business Manager (with the Treasurer).
 - To work with the Principal to plan the calendar and decide on activities and events.
 - To oversee the individual chairpersons and ensure they are fulfilling their duties and provide support.

- **HSA Vice President**

- The duties and responsibilities of the HSA Vice President are:
 - To assist the President in completing his or her duties.
 - To serve as President in the event the President is unable to fulfill his or her duties.
 - To coordinate the lunch program and oversee the operation.
 - To keep records of committee reports and to provide support to the committee chairpersons.
 - To work with the compliance committee to keep accurate records of the volunteers and their compliance with the Archdiocesan protocols.

- **HSA Secretary**

- The duties and responsibilities of the HSA Secretary are:
 - To maintain a distribution list for correspondence between the HSA and the OLMA community.
 - To publish and post the agenda for meetings.
 - To serve as chairperson for the Class Parent Committee and work with the Principal and HSA President in recruiting and assisting class parents.
 - To record the attendance at meetings and record the minutes.
 - To assist the Treasurer in his/her duties.

- **HSA Treasurer**

- The duties and responsibilities of the HSA Treasurer are:
 - To work closely with the OLMA Business Manager to manage all banking transactions.
 - To prepare monthly financial reports to be shared with the Business Manager & the School Advisory Board.
 - To work with the Tuition Manager and provide monthly reports to track parents' volunteer commitments.
 - To coordinate with all committee chairs to keep accurate financial records for their events/activities.
 - To follow all NJ laws and regulations pertaining to Games of Chance including applying for licenses, filing required documents, etc.
 - To keep accurate records of receipts and disbursements.
 - To prepare an annual summary of all HSA finances to reconcile with the OLMA business manager.

Standing Committees

- **Committee Chairperson**

- The duties and responsibilities of an HSA Committee Chairperson are
 - To organize and coordinate the assigned event/activity.
 - To recruit volunteers as needed for the successful completion of the event/activity.
 - To provide timely reports to the HSA Executive Board on the progress of the activity/event.
 - To keep accurate records of all expenses and income pertaining to the activity/event.

1. Nomination

- a. A nomination committee shall consist of the OLMA Principal, an ex-Executive Board Member, a retiring board member, and a general member. The nominating committee will provide all members notice of each available position and detail the duties of the positions in writing. The office of HSA President requires one year prior Executive Board experience.

2. Hospitality

- a. The purpose of this committee is to welcome new families to the school, provide assistance and plan events to foster a sense of community for OLMA parents. The Hospitality committee works with OLMA administration to assist at open house events and community building events as needed. The Hospitality committee is also responsible for OLMA faculty and staff appreciation (Principal, Custodian, Administrative Assistants, Nurses, and Teachers).

3. Marketing

- a. The purpose of this committee is to work closely with the administration, executive board, and chairpersons to promote OLMA activities and events. This includes open houses, Catholic Schools Week, as well as individual HSA sponsored events.

4. Class Parents

- a. The purpose of this committee is to provide assistance and support to the faculty at OLMA. The class parents are limited to 2 parents per homeroom and are chosen by the OLMA administration with input from the HSA Executive Board and the faculty. Class Parents work with the faculty and administration to organize events such as Locker Night, Holiday Festivities, Class Trips, and end of the year events (i.e. graduations, moving up ceremonies, etc.)

5. Lunch Program

- a. The purpose of this committee is to coordinate and organize the lunch program at OLMA on a daily basis. The committee also recruits volunteers as needed under the direction of the Principal.

6. Compliance

- a. The purpose of this committee is to keep accurate records of volunteers and provide documentation that all volunteers are abiding by the policies of the Archdiocese of Newark. All volunteers must be fully compliant before volunteering with the students. It is the responsibility of this committee to ensure all volunteers are thoroughly vetted per RCAN protocols. The committee shall provide proper documentation of compliance upon request by the administration.

2023-2024

Events/Fundraisers that require Chairpersons:

- Fashion Show
- Walk-A-Thon
- SCRIP
- Santa Shop
- Trunk or Treat
- Golf Outing
- Calendar Raffle
- Breakfast with Santa
- Handbag Bingo
- Family Picnic