

Pendleton Home School Association Board Member Responsibilities

Regular planning meetings will be held quarterly in August, November, February and May. All board members are expected to attend. Each board position has one vote with the President voting in a tie situation. Elections will be held annually. All members are welcome and encouraged to attend planning meetings, give input, and assist with the decision making in PHSA.

Responsibilities of the board members are as follows:

President: Oversees functioning of the group, schedules planning meetings and forms the nominating committee that will present a slate of officers at the spring planning meeting to be voted on between the first Monday in April and the last Friday in April. Any member can run for President as long as they have been a member for two years or after one year if they were a board member for that year.

Vice-President: Assists the president and oversees the various shares (Science, Biography, Geography, Poetry, etc.), dance and contests.

Secretary: Responsible for taking minutes at the planning meetings and getting them to the Communications Coordinator and the Social Media Coordinator. If unable to attend the meeting, the secretary needs to arrange for someone to take minutes.

Treasurer: Responsible for maintaining the bank account records, reimbursing members for authorized expenses, providing a quarterly update at board meetings, receiving membership forms and maintaining a roster of current members. The treasurer is also responsible for checking the Post Office box and taking care of the mail.

Social Media Coordinator: Responsible for updating and maintaining all social media platforms for the group. The Social Media Coordinator makes sure the annual membership directory is out by October 1st.

Activities Coordinator: Oversees field trips and parent only activities. Responsible for notifying Communications Coordinator and Social Media Coordinator with upcoming events. Assists organizers as needed.

Communications Coordinator: Responsible for overseeing the PHSA email system, forwarding information to members in a timely manner, creating and distributing weekly highlights and reminder emails, and connecting prospective members with the designated PHSA representative. Responsible for updating group calendar when available.

Sports Coordinator: Responsible for coordinating coaching staff for the various sports, management of PHSA owned sporting equipment, scheduling use of facilities, reviewing bills for monthly gym use and communicating with the membership, Communications Coordinator and the Social Media Coordinator regarding scheduling of sports. The Sports Coordinator is not required to be at every sport day.

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