

POSITION	RESPONSIBILITIES	Name
EXECUTIVE PRESIDENT	<ul style="list-style-type: none"> <li>• Shall direct and coordinate the activities of the PA.</li> <li>• Shall preside at all meetings of the PA.</li> <li>• Shall serve as liaison between the PA and HFCA.</li> <li>• Represent the PA, speaks on behalf of the PA and support all the volunteers.</li> <li>• Executive President is a member of all committees, so can attend any or all meetings as seems helpful.</li> <li>• Oversees the overall PA calendar and adherence to bylaws &amp; procedures.</li> <li>• Lead by communicating and DELEGATING! The Executive President should NOT do all the work!</li> <li>• Mentors the President to assume the Executive President role the following year.</li> <li>• Voting Member.</li> </ul>	Diana Levin <a href="mailto:kdl1987@aol.com">kdl1987@aol.com</a> Andrea Farrell <a href="mailto:acfarrell@comcast.net">acfarrell@comcast.net</a>
PRESIDENT	Shares responsibility with the Executive President: <ul style="list-style-type: none"> <li>• Shall direct and coordinate the activities of the PA.</li> <li>• Shall preside at all meetings of the PA.</li> <li>• Shall serve as liaison between the PA and HFCA.</li> <li>• Represent the PA, speaks on behalf of the PA and support all the volunteers.</li> <li>• President is a member of all committees, so can attend any or all meetings as seems helpful.</li> <li>• Oversees the overall PA calendar and adherence to bylaws &amp; procedures.</li> <li>• Voting Member</li> </ul>	Christine Lopez <a href="mailto:Christine.lopez73@gmail.com">Christine.lopez73@gmail.com</a>
VICE PRESIDENT	<ul style="list-style-type: none"> <li>• Shall exercise all the power and authority to perform all the duties of the Presidents in his/her absence or disability.</li> <li>• Shall oversee duties of committee chairpersons and collect monthly committee reports from chairpersons (if the committee chairman is unable to report themselves) and an annual committee report in May.</li> <li>• Recruit members for Nominating Committee to oversee PA elections. Provide direction, assistance, and information as needed.</li> <li>• Shall attend meetings of the membership as dictated by the laws of this organization.</li> <li>• Voting Member</li> </ul>	Katie Jasper <a href="mailto:Katie.jasper18@yahoo.com">Katie.jasper18@yahoo.com</a>
TREASURER	<ul style="list-style-type: none"> <li>• Shall be responsible for receiving and turning in monies due to the organization to HFCA Finance and requesting disbursements from those funds for</li> </ul>	Nicky McHone <a href="mailto:nickymchone@yahoo.com">nickymchone@yahoo.com</a>

	<p>authorized expenses of the organization as approved by the Board of Directors.</p> <ul style="list-style-type: none"> <li>• Advise PA Executive President/President and Executive Board on PTO financial matters.</li> <li>• Shall present written statements at all Board of Directors meetings.</li> <li>• Shall furnish a written report to the membership at the annual meeting.</li> <li>• Shall, along with the Executive Board, prepare a preliminary budget for the upcoming year to be reviewed at the summer Executive Board meeting.</li> <li>• Shall attend meetings of the membership as dictated by the laws of this organization.</li> <li>• Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc., produced while executing duties of post.</li> <li>• Voting Member</li> </ul>	
SECRETARY	<ul style="list-style-type: none"> <li>• Take minutes at each PA Executive Board and general PA Meeting.</li> <li>• Transcribe and distribute copies to all Board members within one week of meeting.</li> <li>• Provide copies of general PA Meeting minutes at the next PA Meeting for review and approval.</li> <li>• Maintain list of all PA Board members, including names, phone numbers, addresses, and email addresses. Distribute to all Board members.</li> <li>• Handle all correspondence.</li> <li>• Submit monthly invitation to PA Meeting to HFCA to be published in the weekly newsletter.</li> <li>• Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc. produced while executing duties of post.</li> <li>• Attend all PA Executive Board and General PA meetings.</li> <li>• Voting Member</li> </ul>	Kathy Pazur <a href="mailto:Kathy.pazur@falxglobal.com">Kathy.pazur@falxglobal.com</a>
EXECUTIVE MEMBER	<ul style="list-style-type: none"> <li>• Attend all PA Executive Board and General PA meetings.</li> <li>• Non-Voting Member</li> </ul>	Courtney Bond <a href="mailto:dcbond@hotmail.com">dcbond@hotmail.com</a> Rachana Zubelik <a href="mailto:rachanazubelik@gmail.com">rachanazubelik@gmail.com</a>
School Liaison Member	<ul style="list-style-type: none"> <li>• Attend all PA Executive Board and General PA meetings when possible.</li> <li>• Staff Member of HFCA</li> <li>• Non-Voting Member</li> </ul>	Cattie Scharm <a href="mailto:cscharm@holyfamilyparish.org">cscharm@holyfamilyparish.org</a>