

Job Descriptions for HTHM PA Executive Board

This is a working list and duties may change.

Vice President/Communications

1. Perform all duties of the President in his or her absence.
2. Assist HTHM PA with posting of meeting and notices.
3. Organize the preparation, production and distribution of the HTHM PA newsletter and calendar.
4. Distribute information via email and website.
5. As needed, facilitate other communication needs of HTHM such as parent surveys, telephone trees, etc.

Secretary

1. Record and maintain all minutes of Board of Directors meetings, Executive Board meetings, and general meetings.
2. Review checking account statements and reimbursement expenditures monthly.

Parliamentarian

1. Develop and maintain HTHM PA bylaws.
2. Advise the President and Board of Directors of correct parliamentary procedures.
3. Serve as Chair of the Nominating Committee.
4. Receive ballots and record the result of all elections.

Treasurer

1. Develop an annual budget for presentation to and approval by the Board of Directors.
2. Provide monthly financial reports and an annual report, which will be made available to the Board of Directors.
3. Maintain the HTHM PA checking account.
4. Disburse funds and sign checks as designated by the HTHM PA Board of Directors. (Checks for more than \$100 will be co-signed by the HTHM PA President.)
5. Request an audit of the books at any time, to be paid for by HTHM PA.
6. Maintain all financial records of HTHM PA.
7. Submit reports of income and expenses in attached template form to the HTH Business Office each January and July, and maintain information privacy as required.
8. Ensure any donations or cash, goods, or services are acknowledged and donor details are recorded.