**Immaculate Conception Academy**

**HSO Executive Board – Roles and Responsibilities**

**President\***

* Works with the school administration and the HSO executive board in June to develop a plan for the year.
* Documents the plan and communicates it at Back to School night.
* Determines the agenda for the HSO executive board meetings and the monthly general membership meetings.
* Facilitates the HSO executive board meetings and the monthly general membership meetings.
* Oversees the coordination of HSO sponsored events and enables the decision making process through voting at HSO meetings.
* Approves all communications prior to release and/or distribution.
* Participates in voting on key decisions.

**Vice President(s)\***

* Attends all HSO executive board meetings and the monthly general membership meetings.
* Performs the duties of the President in their absence or in their inability to serve.
* Oversees the coordination of HSO sponsored events to ensure that the established committee chairs or event coordinators are in place and have all of the information they need to proceed.
* Participates in voting on key decisions.

**Secretary\***

* Attends all HSO executive board meetings and the monthly general membership meetings.
* Documents attendance and a summary of the HSO executive board meetings/monthly general membership meetings (including key decisions), circulates them to the executive board for approval, and posts them on the HSO website.
* Plans the meeting agendas with the President and informs the executive board of any unfinished business at the meetings.
* Distributes meeting agenda and prior month’s meeting minutes at all monthly general membership meetings.
* Obtains and distributes the HSO mail to the appropriate executive board members
* Participates in voting on key decisions.

**Treasurer\***

* Attends all HSO executive board meetings and the monthly general membership meetings.
* Keeps an accurate and detailed account of all funds received and all funds disbursed through the HSO.
* Prepares a monthly financial report and distributes it to the executive board/attendees of the monthly general meeting.
* Makes deposits as funds are received and maintains record of the transactions and associated documentation.
* Pays bills via check and provides reimbursements (with appropriate documentation and approval) for expenditures – maintains record of the transactions and the associated documentation.
* Works with the executive board and committee chairs to obtain the funds received from events and the detailed records for them.
* Participates in voting on key decisions.

**Head of Communications/Advertising\***

* Works with the school to understand preferences as it relates to communications and mediums.
* Responsible for creating flyers for events, posting them on the HSO website, and disseminating them to appropriate committee for distribution.
* Ensures consistent branding of the HSO and related materials.
* Responsible for monitoring the HSO gmail account.
* Responsible for periodically checking the HSO webpage for accurate information.
* Participates in voting on key decisions.

**\*All executive board members can also volunteer to chair or be part of the committee in an effort to help coordinate individual events.**

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**HSO Executive Board – Treasurer Responsibilities**

**Background**

The treasurer will be responsible for keeping track of the finances of the HSO. This board member and Monsignor McCann are the only ones who have signing authority for the HSO bank account. This is intentional in an effort to keep a clear separation of duties among the HSO board members. The treasurer keeps track of all of the transaction activity and provides transactional and overall balance reporting to the other members of the HSO executive board. The treasurer does not have the ability to do any on-line banking because the HSO account links to the school and church accounts. Therefore, on-line access is restricted.

**Book Keeping**

Historically, Quicken was the recordkeeping system used to keep track of the financial information. At the beginning of the school year, the starting balance is documented and all transactional activity (incoming and outgoing) is documented. If Quicken or something similar is used, a standard naming convention can be used for each activity to enable tracking and reporting. It also allows for details to be included to help explain the transaction in further detail.

**Deposits**

The treasurer receives all deposits directly and makes trips to the bank (please check into the banking hours as they tend to change and are limited). How you choose to receive deposits can be worked out with the event coordinator (e.g., you can pick it up in the office, you can have some things sent home with a child, etc.). All deposits should be recorded by activity. Writing the activity information on the deposit slip and maintaining them in a file is helpful for tracking/audit trail purposes.

**Payments**

Invoices should be obtained for each payment (if possible) and will be provided by an event coordinator. There are instances where there is not an invoice. This is an example where it is helpful to document the details in the recordkeeping system of choice. It is also helpful to document the check information in the checkbook. If questions should arise about what payments are for or if they are appropriate, please consult with the HSO president or the ICA principal.

**Reimbursements**

There are instances where someone may pay for something out of pocket and require a reimbursement. Anyone submitting a reimbursement request must submit the form that can be found on the HSO website. The same documentation standards would apply in the recordkeeping system and checkbook. You will receive a lot of reimbursement requests. Should you have any question as to whether it is an expense actually covered by HSO or questions as to what it is for please consult with the HSO president or the ICA principal.

**Reporting**

On a monthly basis you are asked to provide a summary report of the financial activity (typically at the HSO meetings). You can do this in whatever means is easier for you – via excel or using the reporting capabilities in the recordkeeping system that you use. You can email the report to the HSO executive board if you are unable to attend the meeting.

**Bank Statements**

You will periodically receive bank statements. These are very helpful but are often received later than you would want them in order to rely on them for reconciliation purposes. They are a good double check of your records when they are received. Please note that the bank does charge an $8.00 fee for errors related to deposits which happen sometimes due to the number of checks that are deposited at once (e.g., pretzels).

**Backup Documentation**

It may be helpful to maintain a binder that has sections for each of the above categories and an envelope of some sort to maintain deposit slips.