

# ***Saint Michael Home School Association***

July 31, 2024

It is time to nominate people for the Home-School Executive Committee, 2024-2025. All parents who have children enrolled in Saint Michael School at the present time are eligible.

The Home-School Association is a very important part of Saint Michael School. It provides for our Pastor, Principal, Teachers, School Council and Parents to work in cooperation with each other to make Saint Michael School the very best it can be for the benefit of our students. Through this association comes not only the planning and implementation of our much needed and necessary fund raising, but also activities such as the Back-to-School Picnic, Children's Christmas Luncheon, Student Appreciation Day, etc. Many of the projects combine both fundraising and fun, such as our Christmas Extravaganza and Money Madness.

The following is a description of the offices and duties of the Executive Committee.

The Executive Committee consists of a president, vice-president, secretary, and treasurer. The Pastor and Principal are permanent members. There is one faculty representative chosen by the faculty each year.

The President	<ol style="list-style-type: none"><li>1. calls and conducts general meetings</li><li>2. calls and conducts monthly executive committee meetings and emergency meetings if necessary</li></ol>
The Vice-President	<ol style="list-style-type: none"><li>1. performs all the duties of the president in his/her absence</li><li>2. aids the president in fulfilling his/her duties</li><li>3. liaison to School Council</li></ol>
The Secretary	<ol style="list-style-type: none"><li>1. keeps accurate records of all meetings and proceedings</li><li>2. is responsible for association correspondence</li><li>3. keeps account of attendance and notifies members of special meetings</li><li>4. keeps informed <u>re</u>-committee activities</li></ol>
The Treasurer	<ol style="list-style-type: none"><li>1. keeps accurate records of all receipts and expenditures</li><li>2. is responsible for payment of all bills</li></ol>

Attached to this paper is a special form marked "Home-School Committee – Statement of Intent" on which we are asking each parent to indicate whether or not he/she is willing to put his/her name in nomination for the Home-School Committee, the office in which you are willing to serve, or the area for which you are willing to be the representative. PLEASE RETURN THIS FORM NO LATER THAN Monday, August 12<sup>th</sup>.

Ballots will be compiled from those parents who indicate their willingness to serve. These will be sent home as soon as possible.

HOME-SCHOOL COMMITTEE – STATEMENT OF INTENT

FATHER'S NAME \_\_\_\_\_

\_\_\_YES – Include my name on the Nomination List.

Office of \_\_\_\_\_

\_\_\_NO – I prefer not to have my name included.

MOTHER'S NAME \_\_\_\_\_

\_\_\_YES – Include my name on the Nomination List.

Office of \_\_\_\_\_

\_\_\_NO – I prefer not to have name included.

**PLEASE RETURN NO LATER THAN MONDAY, AUGUST 12<sup>th</sup>.**