

Lafayette HSA Board Positions for 2015-2016

The Board of Directors of the Lafayette Home & School Association (HSA) is a group of parents, Lafayette staff and community neighbors who help foster a positive and productive experience for Lafayette students, teachers and parents. Serving on the Board is a great way to meet and connect with other parents and contribute to meaningful projects that advance the interests of our school, and therefore, our children. By serving on the Board, you will be able to lend your voice to important discussions that will impact the Lafayette community in the years to come, including:

- HSA budget and financial priorities
- Drop-off / pick-up dynamics
- Technology and classroom materials
- Parent involvement and volunteerism
- Signature events such as the auction, spring fair and fall festival

The HSA is currently accepting nominations for the 2015-2016 school year. HSA Board members commit to attending monthly board meetings, five general meetings over the school year, and advancing the work of the association through specific volunteer activities, including the following open positions:

Position	Summary of Responsibilities	Perfect For
Co-President	General oversight and leadership of the Board, its meetings and HSA activities; primary liaison with teachers, administration and parents; write weekly column in Tuesday Bulletin; coordinate summer mailing; other duties	An experienced Lafayette parent who wants to take a leadership role in the community and for the association. Expect 2-5 hours of activity in a typical week.
1st Vice President (Budget and Oversight)	Reconcile accounts as needed and help to prepare annual budget; oversee financial management of fundraising events; manage PayPal account; manage taxes for the HSA and its contractors	An accountant or financially-minded person who can give some time to oversee HSA's financial obligations and tax requirements. Expect 4-5 hours of activity in a typical month.
2 nd Vice President (Compliance and Employment)	Manage HSA employment contracts and HSA insurance policies; periodically provide additional compliance reports to government agencies (e.g., DOL, IRS)	An attorney who can dedicate a bit of his or her free time to make sure the HSA's contracts and policies are in good shape. Expect 4-5 hours of activity in a typical month.
Co-Treasurer (Accounts Receivable)	Manage bank deposits; manage money collection at fundraising events; monitor HSA's budget and spending; prepare budget reports for meetings	A detail-oriented, conscientious Lafayette parent who is comfortable in a financial role. Expect ongoing, time-sensitive responsibilities with an overall commitment of a few hours a week, on average.

Position	Summary of Responsibilities	Perfect For
Co-Treasurer (Accounts Payable)	Prepare, sign and distribute payroll and operating account checks; work with co-treasurer and VP's to assist with budgeting, audit, tax and other financial duties	A detail-oriented, conscientious Lafayette parent who is comfortable in a financial role. Expect ongoing, time-sensitive responsibilities with an overall commitment of a few hours a week, on average.
Ways and Means (2 positions)	Recruit, support and recognize fundraising chairs for annual HSA committees and events including Picture Day, Fall Festival, Auction, Spring Fair, Directory	Enthusiastic Lafayette parents who can reach out to friends and neighbors to secure their commitments to help plan and execute fundraisers that advance the financial goals of the association. Time commitment varies depending on the season, most intense in the summer and fall.
Secretary	Attend all HSA general and board meetings and keep accurate notes of the proceedings; create minutes for each meeting and post appropriately; regularly maintain and update the HSA bulletin board in the Great Hall; convene the Nominating Committee each winter	A detail-oriented person who is good at organizing information. There is no large time commitment outside of note-taking at the meetings and submitting minutes.
Hospitality (2 positions)	Coordinate set-up and refreshments for monthly HSA Board and General meetings and several annual Lafayette events such as Teacher Luncheon the Friday before school starts, Parent Welcome Back Coffee on the first day of school, Back-to-School Nights, Teacher and Staff Appreciation Week, Field Day and End-of-Year Teachers' Luncheon	A new Lafayette parent looking to meet and greet with other members of the school community and provide the sustenance we all need at our gatherings! Expect a flurry of activity in the early Fall and late Spring, with more episodic requirements during the school year.
Membership	Manage the HSA annual membership drive, manage member and contribution data; send out tax receipts to parents	Organized and enthusiastic parent who is comfortable with spreadsheets. Time commitment is greatest in the summer and fall when members are recruited for the school year.
Volunteer Coordinator	Recruits and manages room parents; organizes other non-fundraising school volunteers (e.g. library, book fairs, school garden, others); coordinates Arts Nights along with art and music teachers	Parent who enjoys working with other parents and believes in the value of parent involvement in the school. This person will be busiest early in the school year as volunteers sign up, but then will only need to touch base with volunteers during the year to make sure all is running smoothly. Expect about 2-3 hours of activity in a typical month.

Position	Summary of Responsibilities	Perfect For
Early Childhood	Primary liaison for pre-K and kindergarten families; create welcome letter for new families and organize social(s) at the beginning of the year and perhaps later in the year as well; help families to feel welcome and part of the Lafayette community	A parent with a child in pre-k or kindergarten, and perhaps an older child as well. Good for someone who is comfortable talking with other parents and creating a sense of community. Expect 2-3 hours of activity in a typical month.
Environment	Manage HSA-funded projects relating to the facilities and grounds at Lafayette; work with DCPS personnel or outside contractors to complete needed upgrades or repairs	An organized, proactive parent who can see projects through to completion. Time commitment varies depending on current projects.
Outreach	Participate in monthly school tours for prospective parents; answer parent inquiries; coordinate buddy system with new families; monitor local listserv for school-related questions; publicize school tours and pre-K lottery as needed	A parent who's been at the school a few years and is comfortable answering questions and talking with prospective families. Expect about 2 hours of activity in a typical month.
Communications (1 position)	Coordinate HSA email, website, and backpack flyer communications; develop strategies to publicize events and other activities; work with other board members or event chairs to help with outreach; participate in and oversee the Tuesday Bulletin; manage the school website	Creative, organized parents who enjoy writing/editing and are willing to learn basic internet-based programs for email and web management. Expect a commitment of a few hours a week, on average.
Community Representative (2 positions)	Provides input and feedback about school activities from the perspective of a typical community resident or local business.	A friend, neighbor or business owner in the Lafayette community who does not have kids who currently attend Lafayette. Great for a new parent whose child will eventually be coming to Lafayette or a parent whose kids are Lafayette alumni.