

Beaumont Elementary Chairperson Guidelines

The duties of a chairperson consist of planning and overseeing individual community events, fundraisers, cultural arts, school service, liaison and communications committees.

Communications

Please keep the BES HSA executive board informed of your plans, working with your assigned liaison and any other Board Member that you require assistance from for execution of your role – i.e. Blast communications, contracts, reimbursement, etc...

- **Weekly Blasts** – Jane Martin lists the Blast submission guidelines on the lower left corner of the email weekly. The instructions are also found on the HSA website. Please give Jane ample notice of information that you want relayed to the school community. Her deadline is Thursday for Sunday Blast.
- **Flyers** – In our continued effort to cut down on paper usage, we're asking that you try to adhere to the one flyer per event guideline. If you require additional paper notices, we'll take every circumstance into account and work with you. Steps – forward the flyer to either the President or 1st VP for review prior to filling out a copy request form in the office.
- **HSA Updates** – Upcoming events and activities will be addressed at quarterly HSA meetings. Please contact the Board with a status update of your progress and any volunteer needs you may have, so we can alert the general assembly.
- **Publicity and Yearbook** – If you have an event that would be suitable for mention in the local Patch electronic newsletter, the local media or the internal lobby display, please contact the Publicity chairperson with ample time to prepare for event coverage. Please give details and/or

pictures of your event to the yearbook chairpersons so it can be included in our yearbook.

- **Internal Communications** – In an effort to streamline communication flow and coordinate crossover roles, please share information with fellow chairpersons as warranted. (Eg. – indoor beautification is tasked with decorating the BES Bear and lobby bulletin board monthly. You can promote your event or program by coordinating with the beautification chairs – Father Daughter Dance, Mother Son Event, Play Day, Bear Gear, have all decorated the BES Bear in the past.)

Forms

Please note the following forms that may be applicable to your project:

- **Reimbursement for expenses** – You may incur up front out of pocket expenses for your program. All preapproved expenditures will be reimbursed via check from the HSA account. Checks will be placed in the treasurer bin of the HSA hanging folders, logged by first initial of your last name. Please run expenses by the Board prior to making purchases.
- **Check reconciliation/deposit form** – Please take your time to be accurate when filling out this form. The Assistant Treasurer must reconcile all payments and deposits to ensure that our balance is correct and that payments have been duly noted and applied to correct payees. Keeping on top of this, including cash deposits from fundraising events is critical to have accurate figures.
- **Copy request form** – See Lisa Toland in the office for copy requests.
- **District Use of Facilities form** – This form is required when we use the school or facilities outside of school

hours. It includes classroom, cafeteria, and field use. Forms can be found on the district website and linked via the BES HSA website.

- **Recap** – In an effort to pass on your wisdom, directions, suggestions and helpful hints to the next chairs and board members, please follow the recap form and submit to the President and 2nd VP. This can be done in a detailed email or using the recap form. If your event/committee has quite a bit of guide materials to pass on, the HSA will provide you with a binder to amass the information and pass on. Your feedback will also be used for committee budget planning for the upcoming fiscal year.

Contracts – All contracts must be signed by either the President or 1st VP of the Executive Board of the HSA. No chairperson is authorized to sign a contract on behalf of the BES HSA. This is in accordance with our HSA bylaws. Please retain copies of contracts to be submitted with your recap/summary at the conclusion of your event or the current school year.

Volunteers – In addition to the lists of volunteers collected from the Volunteer forms in September, we'll continue to solicit for help as needed via the weekly Blast, Volunteerspot.org, and flyers (as needed). Work with the 2nd VP of Communications to assist with your volunteer needs. Please make sure you contact all volunteers who signed up for your committee, even if you don't need the help of all. Pass on extra volunteers to the 2nd VP, who will recirculate volunteers at large, as needed.

Miscellaneous

HSA Closet – Please be courteous to your shared users of supplies and keep the closet as neat as possible.

Ask for help – You are all an integral part of the BES HSA! We couldn't function as a fundraising, supportive entity without dedicated volunteers. The students and families of BES benefit tremendously from your efforts. The HSA Executive Board is supportive of your efforts and will assist you in creating successful events, programs and services for the BES community.

Thank you,

Michelle Parisi

On behalf of the Beaumont HSA Board

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