

# HSMA Job Descriptions

## **Elected Positions**

**President** – The President shall preside at all meetings of HSMA and shall coordinate the work of the officers and committees of the organization in furtherance of the purposes of HSMA.

**Treasurer** - The Treasurer shall have custody of all funds of the organization, shall keep an accurate record of receipts and expenditures and shall pay out funds in accordance with the approved budget as authorized by the organization. The treasurer shall present financial statement of accounts at every meeting. The treasurer shall submit for adoption a budget for the fiscal year at the September meeting. The fiscal year shall run from July 1 through June 30. In addition, the Treasurer shall be in charge in the event of the absence or inability of the President, and shall become Acting President and assume the responsibilities of the President.

**Secretary** -The Secretary shall record the minutes of all meetings and shall be in charge of correspondence.

**VP Fundraising** –the VP Fundraising will create and coordinate fundraising events.

**VP Membership** – The VP Membership will create and coordinate membership drive events. The VP membership will compile an electronic list of members as well as an e-mail list of said members.

## **Appointed Positions**

**Liaisons** - *One for each school: Village, Indian Hill, Satz, and Holmdel High School.*

Shall attend parent meetings at particular school to communicate HSMA activities, and all HSMA meetings to relay parent interests and concerns regarding music issues in our district.