

The elected officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The duties of each officer are outlined as follows:

President

- Presides over Executive Committee, full committee and general membership meetings.
- Prepares agenda with the Principal for the Executive Committee.
- Prepares the annual calendar for all meetings.
- Prepares the agenda with the Executive Committee for general meetings and full committee meetings.
- Submits the upcoming year's calendar of events to the Pastor and Principal for their approval
- Appoints standing and ad hoc committee chairpersons in consultation with the Principal.
- Calls special meetings when necessary, in conjunction with the Principal.
- May act as liaison between the HASA and other parish and community groups.
- Works cooperatively with the Principal to insure communication between the HASA and the School administration, faculty, and parish leaders.
- Coordinates and oversees HASA activities with the Principal.
- Is accountable, with the HASA treasurer, for appropriate financial procedures.
- Is an ex-officio member of all HASA committees except the nominating committee.
- Is an ex-officio, non-voting School Board member.

Vice-President

- Assumes the responsibilities of the President in his or her absence.
- Assumes the duties of the office until the next annual election if the office of President is vacated.
- Maintains a current list of all HASA members.
- Attends all HASA Executive, full committee, and General meetings.

Recording Secretary

- Records, distributes, and keeps the minutes for all HASA meetings.
- Maintains written records/log of HASA activities.
- Collects committee reports.
- Assists with the preparation for the Orientation Reception.
- Attends all HASA Executive, full committee, and General meetings.

Corresponding Secretary

- Provides all Executive Committee members with a copy of the HASA Constitution.
- Provides all members ready access to a copy of the HASA Constitution.
- Disseminates in conjunction with the Principal and/or School administration notices for Executive Committee, full committee, and general membership meetings.
- Coordinates other notifications as needed in conjunction with the Principal and President.
- Conducts the general correspondence of the HASA as requested by the President including, but not limited to, birthday cards to the teachers and cards of acknowledgement for births, deaths, graduations and sacraments.
- Compiles lists of volunteers for HASA activities and distributes said list to chairs of committees.
- Attends all HASA Executive, full committee, and General meetings.

Treasurer

- Submits regular reports to the Executive Committee, full committee and to the general membership.
- Is accountable for handling all monies of the HASA in accordance with Archdiocesan policies.
- Prepares and maintains all HASA financial reports.
- Develops, with the Principal and other officers, necessary processes for collecting, recording, reporting, and disbursing of HASA monies.
- Insures, with the Principal, that all HASA monies and financial records are kept in the designated location on School grounds; and instructs committee chairs and event coordinators about appropriate procedures for monies and for financial records necessary for each activity and program.
- Submits an annual financial statement to the Pastor by June 30 of each year.
- Attends all HASA Executive, full committee, and general meetings.