Executive Member Functions

HILLCREST ACADEMY HOME & SCHOOL ASSOCIATION/ASSOCIATION FOYER ÉCOLE ACADÉMIE HILLCREST (herein known as “HAHSA”)

Updated: August 17th, 2026

Based on changes to the By-Laws and Constitution, they will go into effect once they are approved at the June 2026 AGM

This is a live document and can be modified during the school year.



Hillcrest Academy Home and School Association - Executive Member Duties

Functions may change throughout the year and can be modified at any time.
The tasks listed serve as a reference for the general responsibilities and expectations of the position and can be modified at any time.

President *2-year term* *Alternating years with the Vice-President*	• Preferable that they have been active member of HAHSA for at least one year. • Chair HAHSA meetings and prepare agendas with the Executive Team and school administration. • Help ensure HAHSA follows its constitution, bylaws, and standing rules. • Work closely with all HAHSA committees and support their activities. • Act as the main liaison between HAHSA and school administration. • Serge as a signatory on HAHSA financial accounts. • Attend the QFHSA President training workshop. • Work with the VP to complete and submit HAHSA's annual activity report to QFHSA. • Monitor HAHSA's general email and ensure messages are answered promptly, together with the VP. • Oversee the parent volunteer registration and approval process, including Judicial Forms and school board approval. • Manage the HAHSA Volunteer email and help coordinate volunteers for school events. • Work with the school administration and committee leaders to ensure each event has the volunteers it needs. • Provide approved volunteer lists to the school before events. • Help ensure each volunteer event has a designated person overseeing the volunteers. • Create and manage Zeffy campaigns accurately, ensuring all details, pricing, deadlines, and fundraising dates are correct. • Work with the Communications Team, VP and Secretary to provide information needed for social media posts, flyers, website updates, meeting announcements and other communications.
Vice President *2-year term* *Alternating years with the President*	• Preferable that they have been an active member of HAHSA for at least one year. • Support and assist the President with Executive Team responsibilities. • Lead HAHSA meetings when the President is unavailable. • Work with the President as a liaison between HAHSA and school administration. • Serve as a signatory on HAHSA financial accounts. • Help communicate assigned tasks and follow up with HASHA members when needed. • Support and oversee HAHSA subcommittees, attend meetings when possible and keep the President updated on their progress. • Ensure the Treasurer's year-end report is submitted to QFHSA. • Work with the President to complete and submit HAHSA's annual activity report to QFHSA. • Attend the QFHSA Vice-President training workshop. • Coordinate with the school and school supply vendors to finalize and verify annual school supply lists, ensuring all grade-level requirements are accurate, complete, and ready on time. • Create and manage Zeffy campaigns accurately, ensuring all details, pricing, deadlines, and fundraising dates are correct. • Work with the Communications Team, President and Secretary to provide information needed for social media posts, flyers, website updates, meeting announcements and other communications.
Secretary *1-year term*	• Preferable that they have been an active member of HAHSA for at least one year. • Take accurate and impartial minutes at all HAHSA meetings and maintain meeting records. • Send meeting notices, previous minutes, and the proposed agenda to members at least 7 days before each meeting. • Prepare and organize agendas, minutes and other documents needed for meetings. • Record meeting attendance and key discussions, decisions, presentations, and participants. • Arrange for another member to take minutes when unable to attend. • Track members in good standing when vote is required. • Work with the Communications Team, President and Secretary to provide information needed for social media posts, flyers, website updates, meeting announcements and other communications.

Executive members may lose their positions on the Executive if absent from three consecutive meetings. Refer to By-Laws Section 8.7.

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QFHSA Membership Chair 1-year term	• Preferable that they have been an active member of HAHSA for at least one year • Promote HAHSA membership throughout the school year and organize membership campaigns to encourage more families to join. • Set up and manage HAHSA membership tables at school events. • Collect membership information and fees and provide them to the Treasurer in a timely manner. • Maintain an up-to-date list of members in good standing for voting purposes. • Submit membership information to QFHSA as required, including the final membership list before February 1st. • Atten the QFHSA Membership & Communications training workshop. • Keep HAHSA updated with any shared information received by QFHSA. • Complete insurance request forms with QFHSA and keep copies in One-Drive. • Submit relevant articles, photos, and newsletters to QFHSA News. • Work with the Communications Team to provide information for QFHSA-related flyers ,social media posts, website updates, and other communications.
Treasurer/Charity Director *2-year term*	• Preferable that they have been an active member of HAHSA for at least one year. • Provide a financial update at each Executive and regular HAHSA meeting. • Prepare an annual budget to help guide HAHSA's spending throughout the school year. • Manage HAHSA's banking, deposits, payments, online banking, and financial records. • Work with the Executive Team to ensure funds are spent according to approved HAHSA decisions. • Maintain accurate financial records and ensure they are safely kept for the required 7 years. • Coordinate HAHSA's annual financial review/audit and year-end reporting. • Work closely with the accountant to provide all information needed for tax and government filings on time. • Keep HAHSA's business and government registration information up to date. • Track GST/QST paid and ensure the required information is provided to the accountant. • Reconcile all Zeffy fundraising activity by reviewing sales and payments received, matched them to HAHSA bank deposits, and following up on any discrepancies. • Serve as a signatory on HAHSA financial accounts and act as the main contact with the bank. • Submit required financial reports to QFHSA. • Oversee HAHSA's charitable donations, including deposits, records, receipts, and compliance with applicable requirements. • Prepare an annual Charity Report for HAHSA and the accountant. • Stay informed about current government requirements and guidelines affecting HASHA's charitable activities.