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 - Member Functions

All positions are a 1-year term and elections are every September or as needed.

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

After-School Activities Coordinators	• Can be shared by 2 HAHSA members who work together as a team. • Oversee all After-School Activities, including registrations, emails, parent questions, programs, pricing, and attendance. • Monitor and response to After-School Activities emails and inquiries. • Create the After-School Activities calendar for the school year. • Research programs and companies and connect with instructors. • Set program pricing based on the HAHSA-approved pricing structure. • Create attendance lists and activity binders for each session. • Coordinate dismissal locations, schedules, and personnel with school and instructors.
Athletics Merchandise & Used Uniform Coordinator	• Oversee Athletics Merchandise orders, emails, pricing, reports, preparation, distribution, and any questions or issues. • Manage Athletics Merchandise emails and parent inquiries as needed. • Plan 2-3 merchandise sales throughout the school year. • Research new merchandise, vendors, and pricing by March to present to HAHSA for approval. • Organize and maintain used uniforms received by the school. • Organize the Super Recycleurs clothing drive and coordinate with the school and families.
Communications	• Manage and update the HAHSA website using WordPress with information, events fundraisers, and announcements. • Manage LinkedTree. • Create engaging flyers, newsletters, announcements, and digital materials using Canva. • Create and manage HAHSA social media posts across our platforms. • Work with HAHSA to make sure important information is shared on time.
Governing Board Representative	• Serve as the HAHSA representative at Governing Board meetings. • Ideally, this role is held by a HAHSA member who already sits on the Governing Board. If there isn't one, HAHSA can elect a member to take on the role. • Sharing upcoming Governing Board meeting dates with HAHSA. • Complete and submit HAHSA Governing Board Approval Forms when items need to be presented for approval. • Provide a brief update at HAHSA meetings on important Governing Board discussions, decisions and approved items. • Keep HAHSA informed of relevant Parents' Committee discussions and updates.
Hospitality Committee	• Provide refreshments for HAHSA meetings • Inventory check and storage of items purchased by HAHSA
Photo Representative	• Research and compare photography companies, packages, pricing, and services to bring to HAHSA for review and selection. • Coordinate School Photo ay, Graduation Photos, and Retake Day with the school and photographer. • Be the main contact between HAHSA, the school and photographer. • Help share important photo dates, ordering information, and reminders with families through HAHSA Communications. • Follow up with photographer throughout the year to ensure HAHSA receives the annual commission check. • Keep track of contacts, deadlines, contacts and important information for future volunteers.

Scholastic Book Fair Coordinator	• Work with HAHSA, school administration, and Scholastic to plan the Book Fair. • Coordinate all Bookfair details, including dates, scheduling, emails, setup, sales and takedown. • Schedule the delivery, setup, teacher preview, student sales, and pickup. • Create a schedule for teachers to choose their Book Fair time slots. • Organize supplies such as tables, chairs, shopping bads, wish lists, signs, draws, cash boxes, and office supplies. • Prepare and print volunteer schedules, teacher schedules, and other Book Fair materials. • Work with the Treasurer to arrange petty cash and cash boxes, and complete cash counts at the end of each sales day. • Coordination daily with Head Volunteers who will help guide volunteers, keep things on schedule, and handle any issues. • Place any necessary re-orders through Scholastic after the Book Fair. • Sort and distribute re-order books to students once they arrive.
TCBY & Pizza Day Coordinators	• Can be shared by 2 HAHSA members who work together as a team. • Oversee all TCBY & Pizza Day activities, including orders, emails, pricing, reports, and questions. • Monitor and respond to TCBY & Pizza Day emails and parent inquiries. • Create the TCBY & Pizza Day calendar for the school year. • Send weekly orders to vendors and coordinate deliveries with the school. • Review invoices and work with the Treasurer to arrange payments when needed. • Prepare and send weekly distribution and order reports to the school.