

**OFFICER JOB DESCRIPTIONS:**  
**Moorestown Home and School Executive Committee**

**\*\*Please note that all Executive positions have a 2-year term**

**President** – responsible for all of the Moorestown Home and School Association activities for the six MTPS schools; utilizing Vice-Presidents and Trustees for managing day-to-day activities. Liaison to Superintendent/Administration, BOE and other Off-Board Committees; sits as an advisory Trustee on MEF Board. Runs monthly Trustee meetings & periodic District meetings. Previous H&S experience required, preferably at the Trustee level. Diplomacy skills and ability to see the “big picture” necessary, as well as strong organizational and communication skills. *This is a desirable position for someone who enjoys knowledge of the inner workings of H&S and our school district.*

**1st Vice President** – responsible for all of the school-level Moorestown Home and School Association activities via overseeing the 6 Executive School Chairs and the District Chairs for Community Service, Cultural Enrichment, Fingerprinting, Scholarships and Welcome Families. Runs monthly Chair meetings and attends monthly Trustee and periodic District meetings. Previous H&S experience required, preferably as an Executive School Chair, as well as strong organizational and communication skills. Ability to run meetings and resolve conflicts is helpful. *This is the perfect position for someone who enjoys school-based activities.*

**2nd Vice President** – responsible for all of the Moorestown Home and School Association fundraising activities by overseeing the District Chairs responsible for the Apparel Sale, Book Fair, Cookie Sale, Event, Gift Wrap Sale, Coupon Book Sale, Promotions/Rebates, Restaurant Nights, and Sponsorships. Communicates with these District Chairs regarding start-up of events, troubleshooting, and eCom communications. Attends monthly Trustee and periodic District meetings and reports financial results of fundraisers. Previous experience running fundraisers required, preferably with one of the above-listed activities. Ability to understand budget and finance helpful as this position works closely with the Asst. Treasurer of Ways & Means. *This is a great position for someone who loves Marketing and enjoys working with creative, dedicated volunteers.*

**3rd Vice President** – responsible for all of the Moorestown Home and School Association communications activities via overseeing the District Chairs for Calendar, Directory, eCom/Social Media, Hospitality, Marketing/Publicity, Meet the Candidates Night, Membership-Online, Membership-Forms and Website. Attends monthly Trustee and periodic District meetings. Strong computer and organizational skills required. Creative writing and editing strength is a plus. Largest portion of this position’s work occurs over the summer months. *This job is a good fit for someone who enjoys computer work and prefers less face-to-face meetings and more home-based work.*

**Secretary** – responsible for taking minutes at the Moorestown Home and School Association Trustee and periodic District meetings, then typing these minutes and having them posted to the H&S website. Manages any Executive correspondence and holds the H&S seal. Ability to create computer documents required and knowledge of Word preferred. Previous H&S experience desirable but not necessary. *This is an ideal job for someone who wants to learn more about H&S without the work/responsibility of the other Officer positions.*

**Treasurer** – responsible for managing all of the income and expenses of the Moorestown Home and School Association, except for those related to fundraising. Duties include handling membership monies, committee reimbursements and monitoring district budget line items. Attends monthly Trustee and periodic District meetings and presents updated online financial reports. Writes checks, reconciles accounts and makes deposits as needed. Previous accounting and H&S experience required with knowledge of Quickbooks preferred. *This position is perfect for an Accountant and could be performed by someone with a full-time job, as meeting commitments are low.*

**Assistant Treasurer for Ways and Means** - responsible for managing all the income and expenses related to the Moorestown Home and School Association fundraisers and works closely with the 2nd Vice President. Duties include reconciling accounts, making deposits and writing checks as needed. Attends monthly Trustee and periodic District meetings and presents updated online financial reports. Previous accounting and fundraising experience required with knowledge of Quickbooks preferred. *This position is perfect for someone who has previously worked on H&S fundraisers and could be performed by someone with a full-time job, as meeting commitments are low.*