

Mission Statement: The Home and School (HandS) Association will provide a strong connection between home and school.

The HandS Board is a governing body that fosters strong connections between home and school. They accomplish this through supporting the mission, philosophy, goals and objectives of Saint Ambrose of Woodbury Catholic school. This may be carried out through various communications, activities, and fund-raising events. The HandS Association bylaws are available for a detailed description about the organization.

The HandS Board members are elected into their position and serve a two-year term. The election process and timeline are as follows:

Call for nominations mailed – March

Nominations will be gathered at the school office – deadline beginning of April.

Verification of nominations via telephone – mid-April.

Ballot mailed – mid-April.

Ballots returned to the school office – deadline beginning of May.

HandS Board members announced at General Members meeting – mid-May.

The newly elected Board members will be announced at the annual spring general meeting in mid-May. The Board member's term will begin immediately.

If you have any questions regarding the voting procedure, please contact us at HomeandSchool@saintambroseofwoodbury.org.

Board Member duties

President - The president presides at all HandS meeting, and is a member of all committees, and performs all other duties that pertain to the position. The president also acts as a liaison to the Education Advisory Council. The president serves a one-year term, after serving the term as vice president.

Vice President - The vice president acts in absence of the president, chairs the elections committee and performs other duties as determined by the president. The vice president serves a one-year term, then serves the second year as president.

Secretary - The secretary records the minutes of the Board, Executive Committee and general membership meetings. The secretary will also perform other duties as determined by the president. The secretary serves a two-year term.

Treasurer - The treasurer will record and deposit all funds, keep account of all transactions, and present a statement of account at every HandS meeting. The treasurer will coordinate payment of all expenses and obtain necessary approvals and signatures on all expended funds. The treasurer will also work with the principal to establish and present an annual budget for approval. The treasurer serves a two-year term.

Communications Coordinator - The communications coordinator shall be responsible for contacting new families regarding HandS membership, coordinating publicity for all HandS sponsored activities, events and fund-raisers and oversee all HandS communication to parents including the monthly newsletter. This person will also maintain an archive of HandS related newspaper articles, fliers, pictures, etc.

Fund-raising Coordinator - The fund-raising coordinator shall coordinate all fund-raising events for HandS including recruiting of event chairs. The fund-raising coordinator will work with the treasurer and the communications coordinator for the planning of HandS activities and events. The fund-raising coordinator serves a two-year term.

Volunteer Coordinator - The volunteer coordinator is responsible to maintain the volunteer database and find volunteer chairs for HandS activities and events. The volunteer coordinator serves a two-year term.