

# **St. Ann's School Home and School Association**

## **Charter**

### **Article I: Name of the Association**

The name of this organization shall be the St. Ann's School Home and School Association (hereafter referred to as "Association") serving in the name of the people of St. Ann's parish and school located in Stoughton, Wisconsin.

### **Article II: Membership of the Association**

All families with children attending St. Ann School are automatically members of the Association. All members are required to pay an annual fee, which is used to defray the costs of the activities of the Association.

### **Article III: Vision of the Association**

The Association is established to promote a closer relationship between school and home. The Association strives as a family (parents and teachers together) with God as its guide, to help the children of St. Ann's School to grow in self-dignity and love for their fellow citizens. Specifically, the Association is established to<sup>1</sup>--

- Promote open communication among the parents, teachers, and administration.
- Provide parents and teachers with information to aid in all aspects of education, growth, and development.
- Promote good will and cooperation between and among parents, faculty, administration, and the parish of St. Ann's.
- Direct and coordinate parental support to St. Ann's school through assistance activities, social functions, and fund raisers.

### **Article IV: Mission of the Association**

The mission(s) of the Association in cooperation with St. Ann's School Administrator/Principal and staff include:

- Sponsoring Parent meetings throughout the school year. The meetings are intended to keep parents informed regarding school progress and activities as well as provide informative speakers to enhance parenting skills.
- Overseeing the passive fundraising activities such as Market Day, Script, and "WE-CARE".

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<sup>1</sup> Extracted from *Catholic Home and School Association Guidebook* by David F. Menicucci., 1999, NCEA press.

- Coordinating and participating in active fundraising activities such as a car wash, pancake breakfast, dinners, garage sale, and book fair,
- Coordinating and participating in youth activities for St. Ann's School and Parish including Syttende Mai parade, Fall youth party, 6<sup>th</sup> grade graduation party, and end-of-year picnic.
- Providing support to St. Ann's teachers to aid in meeting their teaching needs and supporting their efforts.

## **Article V: Governing Body of the Association**

The Association will be governed by a president, vice-president, secretary, and treasurer (referred to as the "executive committee"), and several associate members shall serve a three- (3) year term. Terms shall be staggered to avoid annual turnover, e.g. only 1/3<sup>rd</sup> of the members terms expiring per year. The executive committee and associate members are collectively referred to as the Steering Committee of the Association. The role of the Officers is to ensure that the Association continues to meet the vision and mission established for the Association. The specific roles of the Officers are as follows:

- The president is responsible for facilitating the Officer meetings and coordinating Association business.
- The vice-president shall assume the duties of the president in his/her absence.
- The secretary shall maintain accurate minutes of the Officer meetings, and prepare Association correspondence, as needed.
- The treasurer shall maintain the records of income and expenses for the Association, pay the expenses incurred, prepare a monthly financial report, collect monies and maintain the financial records for the fundraiser and social events, participate in the procurement of assets for the School, collect dues, and facilitate lunch duty sign up during tuition weekend.
- Associate members shall actively coordinate and participate in Association activities as requested by the president. Each associate member of the Association shall serve on at least one of the committees and shall report on the committee's activities at the monthly Officer's Meeting.

The Officers will meet on a monthly basis ("Officer meeting"). St. Ann's School Administrator/Principal shall attend the Officer meetings. The purpose of the Officer meeting is to manage the business of the Association.

## **Article IV: Steering Committee's Responsibilities**

The primary responsibility of the Steering Committee is to determine the important matters that affect the vision and mission of the Association. The specific responsibilities of the Steering Committee include:

1. Developing, maintaining and updating the Associations Charter including setting the strategic direction of the Association to meet or redefine its vision and mission.
2. Establishing and implementing policies that guide the practices of the Association.
3. Serve as the decision making authority for the Association that includes, but is not limited to—
  - 3.1. Deciding on how the Association's monies will be spent.
  - 3.2. Determining which fundraising and social functions the Association will support and organize each year including the specific dates that they will occur.
  - 3.3. Establishing, guiding and dismantling ad hoc and standing subcommittees that are needed to meet the stated vision and mission of the Association.
  - 3.4. Establishing groups of volunteers to actively carry out the fundraiser and social events set for the year (usually done during sign up during Tuition Weekend) including the designation of a chair for each group of volunteers.
4. Developing and monitoring the Association's budget including expenditures.
5. Assist other Parish organizations (e.g., Pastoral and Finance Councils) where necessary to meet the overall needs of St. Ann's Parish.

## **Article IV: Sub-Committees and their Responsibilities**

Sub-committees may be established to facilitate the Association's activities to achieve its vision and mission. Membership of these committees shall include any member of the Association in addition to an associate member of the Association. The associate member will serve as the chair of the subcommittee. These subcommittees shall meet on a regular basis (or as necessary) in order to fulfill their mandate. The following sub-

committees shall function in cooperation with and under the steerage of the governing body of the Home and School Association:

- Communication Subcommittee: Oversees the development and maintenance of media to facilitate effective communication between parents and School Administration and staff. Specifically, this would include, but is not limited to, the assesment, development and implementation of plans and procedures to—
  1. Notify parents of child behavior and illnesses;
  2. Establish email capability between parents and teachers;
  3. Up-to-date St. Ann’s School website that stores information of interest to parents; and
  4. Aid in the promotion of fundraising and social events, e.g., development of a checklist to be used by fundraising and social groups to ensure adequate media exposure.
  
- Fundraising Subccommittee: Oversees the coordination and implementation of activities designed to raise funds to aid in meeting the needs of St. Ann's School Specifically, this would include, but is not limited to, the development and implementation of plans and procedures to—
  1. Ensure that the group of volunteers have the necessary resources to implement their designated fundraiser;
  2. Act as a liaison or mentor to the chair of each fundraising group to ensure they fully understand what is required of them and aid in helping the chair where necessary and if requested;
  3. Ensure that each fundraising group maintains adequate financial records of their events;
  4. Recommend to the Steering Committee additional ideas for fundraisers, changes needed to planned fundraisers, and lessons learned from past fundraisers.
  5. Along with the chair for each event, document in writing the steps that were necessary to be taken for planing and implementing the fundraiser (i.e., create a checklist that can be used by a subsequent group tasked to execute the fundraiser)
  
- Social/Spiritual Subcommittee: Oversees the activities for fostering the spiritual and social needs of St. Ann’s School’s students and parents by sponsoring such functions as social activities (e.g., Graduation, Valentine, and Christmas party,

Harvest Fest, Grandparent's Day), prayer groups, and inspirational speakers. Specifically, this would include, but is not limited to, the development and implementation of plans and procedures to—

1. Ensure that the group of volunteers have the necessary resources to implement their designated social/spiritual event;
2. Act as a liaison or mentor to the chair of each social/spiritual group to ensure they fully understand what is required of them and aid in helping the chair where necessary and if requested;
3. Ensure that each social/spiritual group maintains adequate financial records of their events;
4. Recommend to the Steering Committee additional ideas for social/spiritual event, changes needed to planned events, and lessons learned from past events.
5. Along with the chair for each event, document in writing the steps that were necessary to be taken for planing and implementing the social/spiritual event (i.e., create a checklist that can be used by a subsequent group tasked to execute the event)