



FROM HTSA.....

2016 - 2017

Guidelines for Chairpersons

The HTSA Board is so very happy that you have decided to be a Chairperson for a committee. Your time and effort is greatly appreciated. We welcome your creative energy and vision. Thank you in advance for volunteering!

Listed below are guidelines that will help you while you are a Chairperson for a HTSA event. These guidelines are meant to answer your questions or direct you to the appropriate person for support.

To volunteer as a Chairperson or Co-Chairperson, please complete the [HTSA Volunteer Form](#) or visit the SignUpGenius link: <http://www.signupgenius.com/go/30E094CAFAA2FA5FC1-htsa1>.

At-Large Members:

Each Chairperson will have an At-Large Member assigned to their committee. The role of the At-Large Member is to answer questions and lend support to the Chairperson. The At-Large Member's role is not to chair the committee. Prior to your first meeting with your committee, your At-Large Member will contact you. Your At-Large Member should be copied on all correspondence and may attend some committee meetings.

Treasurer:

The Treasurer will provide a pre-determined budget for each HTSA event. Each Chairperson will be given several check request forms. These forms are necessary when requesting funds from the HTSA Treasurer. Please make sure that you retain all receipts and turn in to the Treasurer for reimbursement. HTSA cannot reimburse any funds without a receipt.

Volunteers:

SignUpGenius is the online tool that HTSA uses to organize and document parents who volunteer for our events. The HTSA President or another Executive Board Member will provide each Chairperson with a list of volunteers along with their email addresses. It is the Chairperson's responsibility to contact the parent volunteers. The At-Large Member will assist