

Role of Queen of Angels Catholic School
H S A Secretary:

The Secretary will take minutes for each designated H S A Board meeting, which will be the second Tuesday of every month during the school calendar year, provided that there will be an additional meeting in June. The secretary will then type these minutes from each meeting, and send a copy via email to all board members. In turn, each board member proofreads the minutes and makes necessary revisions. A final draft of the minutes will be presented at the following board meeting with hard copies for each member. At the beginning of each meeting, a motion will be set for final approval of these minutes.

In addition, the secretary is responsible for the AngelGram. This is a monthly newsletter which goes out monthly to our families, and acts as a liaison between the parents and the H S A board. Each newsletter encompasses articles that are submitted by each H S A committee member, and is an informative tool for keeping parents abreast of the ongoings of each committee that comprises the H S A board. Board members are asked to submit articles by the second week of every month. Before final submission of the AngelGram, a draft is sent to each board member for proofing. After revisions are made, the final copy goes to Lynne Walsh during the third week of every month. The AngelGram will then be posted on the website the last Thursday of every month.