

## **Open Position Job Descriptions**

### **Honorary Service Awards**

The Council HSA chairman, with a committee appointed by the president shall study the various types of awards and the criteria set forth for selecting honorees for specific awards. Publicize to membership that the HSA selection committee is meeting and ask for suggestions for honorees. All proceedings must be kept confidential. Plan and organize the end of year Honorary Service Awards breakfast and presentation of awards. Budget allocations must be observed. Order pins and awards for ceremony. Arrange for families and friends of honorees to attend the ceremony. Provide a copy of the presentation to each honoree. Maintain accurate records of all award recipients.

### **Hospitality Chair**

Works with Council members to organize a schedule for refreshments for monthly meetings. Presents Hospitality budget updates at Council meetings. Monitors authorized budget for Hospitality expenses. Plans and organizes winter luncheon for Council Members, LAUSD members, Unit Presidents and Principals. Responsible for invitations, venue, RSVP's, menu and luncheon program.

If you would like to volunteer for one of the positions listed above or have any additional questions, please contact Andrea Hitzke.

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