

Duties of Officers and Committee Chairs

Section A: The duties of each officer will be as follows:

President: The duties of the President will be to preside at all executive meetings and monthly meetings. The President represents the Parents' Club in official capacity both to school Administration/teachers and the parent community. The President oversees operations of Parents' Club, including: signing off on expense; maintaining the Parents' Club activities/fundraisers calendar; meeting periodically with Administration to facilitate the enrichment of the school community; and overseeing the committees/individuals organizing activities/fundraisers.

Vice President: The duties of the Vice President, in the event of the absence, disability, or death of the President, will be to exercise the powers and to perform all duties of that office and such other duties to which the President may assign her. They will lead the dine-out fundraising efforts which includes scheduling with the restaurants and collecting the money raised.

Secretary: The duties of the Secretary will be to prepare the agenda for each meeting and keep minutes of all meetings. The Secretary will give a copy of the minutes to the Pastor, Administration, Board Members, and interested members. They will keep a permanent file of the Bylaws. The Secretary sends thank you notes and other special occasion cards to fundraising/activities contacts

Treasurer: The duties of the Treasurer will be to receive all the monies for the Parents' Club and is custodian of such funds, in conjunction with Administration. The Treasurer receives a monthly statement from the St Elizabeth of the Trinity Bookkeeper and will reconcile the account monthly. The Treasurer presents an itemized monthly report at each meeting and to Administration. The Treasurer provides insight on budgeted funds available for events. The Treasurer works in conjunction with the St. Elizabeth of the Trinity Bookkeeper to ensure volunteers that expend money on behalf of Parents' Club are reimbursed in a timely manner.

Membership & Marketing: The duties of the Membership and Marketing will be to publicize all meetings and events to the school community. For events open to the parish community (fundraisers), publicize events to the parish community. They maintain marketing standards - ensuring the official Parents' Club logo is present on all materials for distribution to the parish and school community. Membership and Marketing provides special materials such as posters, flyers, etc. Membership and Marketing also coordinates the annual membership drive. They maintain membership records and collect and record all membership dues.

Homeroom Coordinator: The duties of the Homeroom Coordinator recruits and organize homeroom parents. They provide homeroom parents with a guideline and homeroom parents will be responsible for activities in their grade. They are also responsible for collecting homeroom fees by a predetermined date on the school calendar and distributing the monies to the homeroom parents in a timely manner. They collect detailed ledgers from each homeroom parent at the end of the school year to ensure funds were spent to the benefit of the classroom.

Hospitality Coordinator: The duties of the Hospitality Coordinator will be to provide hospitality supplies for each meeting including, but not limited to, beverages and appetizers.

Teacher/Staff Appreciation Coordinator: The duties of the Teacher Appreciation Coordinator will be to show the teachers/staff appreciation throughout the year by providing small reminders of appreciation from Parents' Club. They shop for, and deliver to school, periodic meals and gifts for the teachers/staff, typically centered on major holidays and school milestones (first day back, last day, etc.). They coordinate the collection of a teacher/staff monetary gift given at Christmas. They host a teacher/staff appreciation lunch

during Catholic Schools' week and coordinate various appreciation tokens for Teacher Appreciation Week.

Section B: In addition to the duties delineated above, the duties of all officers will be as follows:

1. Officers must commit to attend 80% of all meetings.
2. Each officer shall deliver to their successor in office all Parents' Club property by June 15.