

HGP Mothers' Guild Job Descriptions February 2018

Executive Board

- The Executive Board shall be the governing body of the Guild. The Executive Board shall be responsible for carrying out the purpose of the Guild as stated in its Constitution. The Board shall hold meetings prior to all regular meetings of the Guild and may, from time to time, as a matter of policy, hold special meetings upon advance notice to all members of the Board. The Board shall be open to and elicit ideas and suggestions made by members of the Guild.
- The Executive Board shall consist of:
 - Elected Officers
 - The President of the preceding year may serve as Past President for one year with the power of voting.
- A member delinquent in attending meetings may be asked by the Board to resign.
- All decisions made by the Board shall be governed by a majority vote of all Executive Board Members in attendance.
- The Mothers' Guild Board shall consist of
 - All members of the Executive Board
 - All Class Representatives
 - All Committee and Activity Chairpersons

Term of Office

- Officers shall serve a term of one year commencing in May and continuing until installation of new officers for the following year.
- Term shall begin in May; however, installation shall be held in September.
- An office may be held for a period not to exceed the term of two consecutive years.
- If a vacancy occurs among the officers during their term, it shall be filled by appointment of the Guild's Executive Board.

Membership

A. Membership in the Guild shall be open to all mothers and/or guardians of current students and alumni of the Holy Ghost Preparatory School.

President

- She shall preside at all meetings of the Guild and of the Executive Board, and perform such duties as are customarily fulfilled by this office.
- She shall regularly inform the members in writing of the activities of the Guild.
- She shall coordinate the Chairpersons for the committees of the various activities of the Guild with the exception of the Nomination Committee.
- She shall be an ex-officio member of all committees, except for the Nominating Committee.
- She shall serve as Chairperson of the Welcome Tea with the Hospitality Chairperson.
- She shall distribute to each of the Officers of the Guild a copy of their respective duties and functions as found in the Constitution and By-Laws.
- She shall have the authority to call special meetings of the Executive Board.
- At the expiration of her term, she shall call a meeting of all incoming and outgoing Officers at which time she shall deliver to her successor all organizational files within her possession.

Senior Vice President

- She shall act as President in the absence or disability of the President and shall carry out all the duties of the President.
- In the event of the resignation, disability or death of the President, she shall assume the Office of the President for the remainder of the term.
- She shall Co-chair the annual Christmas Party in conjunction with the Freshman Representatives and with the assistance of the freshman mothers.
- She shall run the Poinsettia Fundraiser at Christmas.
- She shall assist with the Senior Baby Photo Contest for the Mother-Son Dance.
- She shall be responsible for obtaining reports from each Activity Chairperson for the year. She shall distribute a copy to the President and to the Recording Secretary and maintain a copy for her file.
- At the expiration of her term, she shall deliver to her successor all organizational files within her possession.

Junior Vice President

- She shall Co-chair the annual Christmas Party in conjunction with the Freshman Representatives and with the assistance of the freshman mothers.
- She shall run the St John's Hospice shoebox collection at The December Guild meeting.
- She shall keep an accurate membership attendance record at all regular monthly meetings with the assistance of the Class Representatives.
- She shall be in charge of ordering, gathering sizes and distributing the Alumni t-shirts for the current Senior Class.
- At the expiration of her term, she shall deliver to her successor all organizational files within her possession.

Treasurer

- She shall collect all monies belonging to the Guild organization and is responsible for delivering said proceeds to the Holy Ghost Prep accounting office for deposit.
- She shall approve payment of expenses and check requests relating to the Guild.
- She shall maintain an accurate account of all receipts and disbursements. All treasury records and files are to be kept in her possession.
- She shall render an itemized account of all receipts and disbursements as well as a financial report at each monthly business meeting of the Executive Board.
- She shall present a financial report at each regular monthly meeting of the Guild.
- She shall be present at all fundraising activities and shall, along with the assistants appointed by her, collect, count, record and deliver the money to the accounting office on the day of the event (or the first banking day).
- Each year during the first week of July, she shall meet with the school financial representative to review all ledgers used and maintained in the functioning of the Guild.
- At the December and May Mothers' Guild meetings, she shall provide a check to the Guild President, who shall in turn present this check to the President of Holy Ghost Preparatory School in the amount totaling the Guild's proceeds (less expenses).
- At the expiration of her term, she shall deliver to her successor all organizational files within her possession.
- She shall submit to the general membership a financial statement for her term of office. Said statement shall be issued prior to the beginning of the subsequent school year.

Corresponding Secretaries

- She shall be responsible for printing and distributing all correspondence pertaining to the activities of the Guild.
- She shall be responsible for assisting with, preparing and transmitting information for publication in the bi-weekly Ghost Stories.
- She shall answer all letters/emails and maintain a file of all correspondence for the Guild.
- She shall order all supplies, including postage, get well and sympathy cards, necessary to fulfill the duties of her office.
- Upon notification of the death of a student's or alumnus' parent, guardian, brother or sister, she shall send a sympathy card to the family.
- She shall be responsible for sending a "Get Well" card to a Guild member, upon notification of a member's serious illness.
- At the expiration of her term, she shall deliver to her successor all organizational files within her possession.

Recording Secretary

- She shall maintain a hard copy of the minutes from every meeting of the Executive Board and of all Regular and Special meetings of the Guild.
- She shall forward a copy of the minutes to all Board members within ten days following an Executive Board meeting, Regular meeting, or Special meeting of the Guild.
- She shall offer the minutes for inspection by members of the Guild upon their request.
- She shall keep a file of the reports from all Activity Chairpersons as a reference for future Chairpersons.
- At the expiration of her term, she shall deliver to her successor all organizational files within her possession.