



EXECUTIVE BOARD DESCRIPTIONS 2020/21

President — shall serve as the Chief Executive Officer of the Mothers' Guild. She shall be the Chairperson of the Executive Board and preside at all meetings of the general membership. She will appoint Chairperson(s) to head all Mothers' Guild committees and perform such other duties as directed by the Executive Board. She will serve on the Notre Dame School Board in an ex-officio capacity, attend all Saints' Club meetings, and will communicate with the Notre Dame staff as needed. The President shall have served as President-elect prior to taking office.

President-elect — will perform the duties of President in her absence or inability to serve and will succeed to the Presidency following her one-year term as President-elect. She will be the primary point of contact for Committee Chairs throughout the year, helping to resolve issues and answer questions as well as ensuring a good recording of events and activities. She will take on special projects and perform other duties as requested by the Executive Board and/or President.

Secretary — shall keep minutes of all general membership meetings and Executive Board meetings and distribute them in a timely manner. The Secretary shall serve as Historian to document accomplishments, events and news clippings that transpire during the school year for future Boards' reference and planning purposes. This position will also conduct correspondence on behalf of the Mothers' Guild (such as thank you notes, invitations, informational emails, etc.) and perform other duties as requested by the Executive Board and/or President.

Treasurer and Treasurer-elect — will maintain record of Mothers' Guild funds. They shall prepare an annual budget for approval by the Executive Board and school administration. They will notify all Chairperson(s) of their committee budgets prior to the beginning of the school year. They shall keep full and accurate accounts and shall present financial statements to the Executive Board at the monthly Board meetings.

Volunteer Coordinator — shall oversee and coordinate all volunteers. This person shall be responsible for organizing and providing parent lists to Board Officers and Committee Chairs. In addition, the Coordinator will assist the Advancement Department, Dads' Club, and Saints' Club for fundraising, and other volunteer needs. This person shall also be responsible for reporting the status of volunteers for these projects to the Mothers' Guild. This position will work closely with the Communications Coordinator and will be responsible for initiating and maintaining event and volunteer sign-ups. The Volunteer Coordinator will manage and maintain the Mothers' Guild membership database and provide a contact directory to all Mothers' Guild members within the first months of the new school year.

Communications Coordinator — shall have the responsibility of the Mothers' Guild newsletter and the Mothers' Guild portion of the NDP website. The Communications Coordinator will work closely with the Executive Board, Committee Chairs, and the NDP Staff to ensure content is updated, accurate, and keeps with the Mothers' Guild Brand and Mission. This position is responsible for creating and implementing the Mothers' Guild communication strategy in conjunction with NDP social media methods. Position should be filled by someone with substantial writing skills as well as marketing and technology knowledge.

Director of Events (2) — shall make all arrangements for Mothers' Guild general meetings and social events (venue, decorations, food, etc.) with input from the President and Executive Board. The events shall include, but not be limited to; two luncheons/breakfast general meetings, two evening social hours (working with Dads' Club), Freshman/New Moms' luncheon, Teacher & Staff Christmas Party and end of year general meeting. Events shall be managed within preset budget limitations and focusing on the overarching principles of the Mothers' Guild. In addition to above, assistance will be required to prepare meeting agendas, organize audio/visual requirements, staging, speakers, seating and any special activities during the event.

Spiritual Coordinator – shall be Catholic and serve as a spiritual advisor. She will encourage spiritual growth and faith development as we serve as role models, continually developing our own spiritual well – being.