

## **SLUH AMC Chairwoman Positions**

### **President(s):**

Responsible for overall business of the AMC and all communications with SLUH and the Mothers' Club.

- Monitors AMC email account
- Organizes/plans the AMC Opening Meeting in September
- Cashbah Set-Up: Recruits volunteers to help set-up dinner tables for Cashbah Auction
- Organizes year end AMC Officers meeting (a review of the current year's events)
- Coordinates with MC for the MC Installation dinner in May
- Keeps SLUH Alumni Mothers' Club website page up to date in conjunction with SLUH staff

### **President Elect(s):**

- Coordinates and works closely with the current year's president(s) to understand the position which will enable her/them to assume the position of President(s) the following year
- Hosts or helps coordinate Cashbah Gift Gathering Party

### **Adopt A Family Chairwoman:**

- Coordinates with Campus Ministry to get the Sign-Up Genius list of items needed for the AMC Adopt-A-Family
- Periodically checks the donated items to make sure that they are properly labeled
- Ensures that items dropped off at the reception desk (especially gift cards) are delivered to the Old Cafeteria/Campus Ministry for Adopt-a-Family which usually runs from late November to early December

### **Social Media Communication Chairwoman:**

- Keeps Facebook page up to date
- Keeps Twitter account up to date, keeping all tweets appropriate

### **Hospitality Chairwoman:**

- 1st AMC meeting: (September) Works with President(s) to determine needed food and volunteers for this meeting
- FAT Tuesday Luncheon: (Feb/March) Coordinates with chosen restaurant for reservations and sends note to AMC to get number interested in attending
- Mothers' Club Installation: (May) Helps coordinate food and volunteers to host this Installation Mass and Dinner. Coordinates drop-off with Loyola to bring extra desserts for their graduation.

### **Loyola Outreach Chairwomen (2 positions):**

- **Loyola Santa Shop:** Responsible for coordinating with Mothers' Club Community Outreach Rep for all Santa Shop needs:
  - Gift donations
  - Volunteers to sort items
  - Volunteers to transport items to Loyola
  - Volunteers to work the Santa Shop at Loyola
- **Loyola Christmas Party:** Helps coordinate the Christmas Party with MC Community Outreach Rep where the SLUH Presidential Ambassadors host the party at SLUH and serve breakfast, snacks and lunch to Loyola Students

**Membership Chairwoman:**

- Coordinates with Advancement Moderator re: registrations both online and mailed
- Attends the September meeting to collect dues and register new members

**Prayer Support Chairwoman:**

- Sends prayer cards to AMC members in the event of death or serious illness
- Determines if other levels of assistance are needed

**Social Committee:**

- Assists AMC Board in adding social events, pop up and scheduled, for up-coming calendar year
- Prepares emails to communicate these events (President sends)
- Coordinates anything necessary regarding the events (venue, reservations etc.)