

Ursuline Academy Mothers Club 2022-2023 Job Descriptions



EXECUTIVE BOARD

A group of volunteers within Mothers Club, who partner with the Ursuline administration, to provide leadership and a sense of community for our mothers. Our goal is to build and cultivate a collaborative environment through volunteer coordination and social/ community-building events while upholding UA traditions. Executive Board Members are expected to support Mothers Club President and attend all general and executive board meetings.

President:

Manages and oversees all Mothers Club (MC) events and committees. Helps recruit and oversee all MC chairs. Creates agenda and facilitates monthly Executive Board Meetings and MC Meetings. Serves as parent liaison between MC and UA Principal, as well as staff/faculty/administration of Ursuline Academy. Collaborates with Ursuline Academy to create annual MC calendar. Collaborates with Treasurer and Executive Board to maintain annual budget. Speaks at MC Meetings and other events. Helps execute MC activities and events as needed.

Vice President/President Elect:

Works alongside the President as an advisor, helper, and trainee preparing for the following year as MC President. Partners with the President in fulfilling duties. Helps with board transitions and oversees volunteers.

Past President/Parliamentarian:

Is the previous MC President. Works closely with the current President to ensure a successful year for MC. Answers any questions the current President might have; provides any resources or contacts that may be useful.

Secretary:

Takes minutes at all meetings and forwards them to the Executive Board for review and approval. Once approved, works with [Communications Department](#) to post minutes on MC Webpage. Maintains a complete file of all approved minutes, agendas, and materials distributed at any official MC Meeting.

Treasurer:

Oversees ongoing MC finances, keeps financial books in order, ensures adherence to approved MC budget, writes PO's and checks and reimbursements, and prepares and presents budget report for each Executive Board Meeting. Informs committees of budgeted funds.

VP of Communications/Speaker Series:

Develops and executes all communications for MC including social media platforms. Creates MC

content for GroupMe and distributes to Class Reps to be posted on respective Class GroupMe. Works with Ursuline staff to build MC communication and disseminate information within school community. Coordinates and introduces speakers for MC Meetings and attends both MC Meetings and Executive Board Meetings.

VP of Traditions:

Coordinates receptions and specifics for all traditions, including Freshman Convocations, Sophomore Serviam, Junior Ring Ceremony, and Graduation. Works with Sister Lois on planning for some of these events. Preference for this position is an Ursuline alumna.

MOTHERS CLUB BOARD POSITIONS

100 Day Senior Breakfast:

Volunteers work to organize a 100-days breakfast celebration for the senior girls on campus. This takes place when the seniors have 100 days left of school during the spring semester.

Back-to-School Coffee (Drive-by):

This committee is responsible for the newly formed drive by morning coffee at the beginning of each school year. All moms are invited to drive by and grab a special UA gift bag. Volunteers assist in ordering supplies, creating bags of gifts for the moms, and setting up/breaking down the tables and tents on the morning of the event.

Book Club:

Book Club meetings are held the first Thursday of each month. This club is open to all book lovers! Members take turns hosting events as they discuss the book of the month selection.

Christmas Event/Social:

This is a fun drive-by gift exchange. Guests are asked to drop-off two matching gifts that they consider their favorite thing. Price point is around \$25. Gifts are dropped off the week before. Gifts are wrapped and not labeled. On the night of the drive-by event, hosts set up a table outside and each guest picks two different presents from the table. Guests also enjoy a complimentary treat!

Graduation:

This committee will host a simple graduation reception for seniors and their families immediately following the Graduation Ceremony.

Greek Connections:

This committee connects UA students with women who have been in sororities. It also provides guidance and important information about recruitment.

Hospitality/Special Events:

This committee oversees special events and provides refreshments at Mothers Club Meetings. They also spread sunshine and help families in need.

Mama Bears Mahjong:

Calling all experienced Mahjong players! Join us the second Tuesday of every month to throw some dragons and catch up with your friends. A Signup Genius will be sent out the first Monday

of the month, and the first 40 people to sign up will have a spot. We will be playing at Ursuline in the Volunteer Space from 10:00 a.m. - 12:00 p.m. #mayihaveyourjoker

Mentor Moms:

This committee works closely with new families that are coming into Ursuline Academy. Two Scoop Sessions are held throughout the summer, informing new moms of UA specifics. A mentor mom is assigned to each new family and will help guide them through their first year. The Mentor Mom reaches out via email, phone calls, or possibly a coffee meet up or lunch date. A Mentor Mom should make herself available to new families for any questions they might have.

Moms in Prayer:

Moms get together at Ursuline in the Volunteer Space every Thursday (excluding days that Ursuline is closed) from 8:30 - 9:15 a.m. to pray for special intentions of the UA community. All moms are encouraged to participate.

Monthly Teacher Breakfasts

These breakfasts consist of coordinating and setting up a buffet breakfast for the teachers on the first Wednesday of every month from September to May. This includes arranging a hot menu option with Sage beforehand and then purchasing the additional food items for the breakfast beforehand. The committee arrives from 6:00 - 6:30 a.m. on the first Wednesday of every month to set up the breakfast before 7:00 a.m. and before the monthly faculty meeting concludes. The centerpieces are exchanged out in the faculty breakroom. Each month has a different theme. These are stored in the storage closet by College Counseling. The committee is also responsible for making sure there are adequate supplies of paper plates, napkins, cups, and utensils for these breakfasts. These supplies are kept in the conference room across the hall from the faculty breakroom. The committee goes back that day between 2:30 - 4:00 p.m. to ensure the breakfast and breakroom are cleaned up. Always ensure that special dietary meals are provided for those with allergies or who adhere to a specific diet.

Mother/Daughter Mass & Brunch:

This committee is responsible for organizing and scheduling the Brunch and Mass at UA, which is typically held in the fall. This special morning is attended by moms and daughters in all grades. Duties include working closely with UA staff on date and time for the Mass and brunch, creating and ordering food and drink, scheduling with priests to officiate Mass, and helping in setting up/breaking down the event.

Mother/Daughter Senior Style Show:

This long-standing tradition is open to the entire school. It is a fun and festive event! Senior girls and their mothers are the models for a fun runway show. Many volunteers are needed for this huge fundraiser, and duties include working closely with local retailers to secure outfits for the show, booking a venue, hiring photographers, and creating a food and beverage menu for the day. This is a wonderful afternoon with your daughter(s) and shouldn't be missed! This event is very special to the Ursuline seniors and their moms.

Mum Moms:

This committee is responsible for assembling the mums/garters for the UA/JCP and Cistercian Homecoming Dances in the fall. This is a huge fundraiser for the Mothers Club. It takes many hands to order and assemble all the mums for the Jesuit Homecoming Dance, so lots of volunteers are needed.

New Teacher, First Day Luncheon, and Advisory Conference Luncheon

In August, the committee arranges for a catered breakfast for the new teachers and administration. It is generally before orientation week towards the beginning of school. The day, time, and number attending is determined by the school. The committee arranges table and chairs with maintenance, decorates the tables with centerpieces, and creates new teacher welcome gifts which consist of a UA Tervis cup filled each with green, yellow, red, and blue layers of crinkled paper. The First Day Luncheon consists of the same preparation, except it is a catered buffet breakfast for all teachers on the first day. The committee arranges the catering for that morning. The Faculty Advisory Luncheon is in February on the day of conferences. The same preparation is required except it is a luncheon and the menu is arranged with Sage prior to the event. Always ensure that special dietary meals are provided for those with allergies or who adhere to a specific diet.

Senior Latte Day:

This is a special event is for senior girls, only. Senior moms organize a breakfast for the girls in Haggar. Volunteer duties include ordering a special senior tumbler, food, and beverages, decorating the room, coordinating dates and time with the school and the senior class. The purpose is also to sign up for Senior Style Show.

Service Projects:

This committee organizes after school, weekend, or evening service projects for moms to volunteer. This is a great way to get involved and help our community, while interacting with other UA moms.

End-of-Year Faculty Luncheon

This luncheon generally takes place off site at a restaurant on the first day of June (or date set by Administration). The committee arranges the catering menu with the restaurant and works with the Principal's and President's Assistants to ensure all the necessary AV equipment and other items are taken care of. Arrive ahead of time to be the point person and set up for the luncheon. If this event takes place on campus, then arrange for the caterer, decorations, all necessary AV equipment, and work with maintenance on setting up and cleaning up this event. Arrange for teacher gifts and volunteers for the day of to set up, serve, and clean up. Always ensure that special dietary meals are provided for those with allergies or who adhere to a specific diet.

Staff Snack Room:

Purchases and replenishes snacks for Staff Snack Room(s). Replenishing takes place every other week.

St. Ursula's Closet

Volunteers help with quality control of donated items, sort, organize, and, if interested, sew buttons on blazers. Volunteers staff the closet on days they are open. One bilingual volunteer is needed during times the closet is open.

Thanksgiving Lunch

The luncheon is held before Thanksgiving break (date determined by Administration). The committee coordinates the luncheon by arranging catering beforehand to be delivered and picked up. Coordinate parent donations for drinks, salads, and desserts to be served at the luncheon. Arrange for parent volunteers to help with setup, serving, and clean-up of the event. The committee manages the parent volunteers during the event to ensure food is replaced as needed and teachers are served. Decorate and

work with maintenance to ensure you have all the tables, chairs, and other necessary items. Always ensure that special dietary meals are provided for those with allergies or who adhere to a specific diet.

UA Rosary:

This group is open to all UA moms and will meet every Friday (excluding days that Ursuline is closed) at 9:00 a.m. in the Ursuline Volunteer Space to pray the Rosary together. Anyone may attend, and anyone may submit a prayer request.

CLASS REPRESENTATIVES

Freshman Rep:

Works with the VP of Communications to disseminate info to respective GroupMe.
Responsible for planning a Cocktails and Conversations parent social for respective grade level, within provided budget.

Sophomore Rep:

Works with the VP of Communications to disseminate info to respective GroupMe.
Responsible for planning a Cocktails and Conversations for respective grade level, within provided budget.

Junior Rep:

Works with the VP of Communications to disseminate info to respective GroupMe.
Responsible for planning a Cocktails and Conversations for respective grade level, within provided budget.

Senior Rep:

Works with the VP of Communications to disseminate info to respective GroupMe.
Responsible for planning a Cocktails and Conversations for respective grade level, within provided budget. Also responsible for Birthday Bashes.