

# Holy Ghost Prep Mothers' Guild

## Volunteer Opportunities

Interested in getting involved? Learn more below and email [mothersguild@holyghostprep.org](mailto:mothersguild@holyghostprep.org)

### **Executive Board Elected Positions:**

- President, Past President, Sr VP, Jr VP, Treasurer, Recording Secretary, Corresponding Secretary, and Alumni Secretary are elected positions and known as the "Exec Board". The elections take place at the April meeting each year.
- The Constitution and By-Laws of the HGP Mothers' Guild has a detailed definition of what each of these positions do and how the nominations and elections run. The By-Laws can be found on the [Mothers' Guild Website](#).

### **Class Representatives:**

- All Class Reps are members of the MG Board. They typically are appointed early in Freshman year and remain the same all four years.
- They are responsible for collecting attendance records for her class at general monthly meetings.
- Responsible for drafting and requesting email communications with your specific class.
- In the unfortunate event that there is a death in the immediate family of a student in your class, they coordinate a gift card collection and make a basket for the family. This is coordinated with the School Administrative Liaison.
- They organize their class activity:
  - Freshman – Alumni Event
  - Sophomore – Junior Ring Mass Reception
  - Junior – Senior Mother Farewell Event
  - Senior – Christmas Event

### **Craft Show Volunteer Opportunities:**

- Detailed descriptions of all the craft show committee roles can be found here: [Volunteer Information - Holy Ghost Prep](#)
- The three Tri-Chairs are members of the MG Board.
- In the weeks leading up to the craft show, there will be a SignUp genius available to all parents/guardians for help the weekend of the show (moms and dads)! Help at all commitment levels is needed and welcomed!
- Email [craftshow@holyghostprep.org](mailto:craftshow@holyghostprep.org) to get involved!

### **Mother-Son Event Committee:**

- There are two Co-Chairs that lead the event planning of the annual Mother-Son Event that takes place in the Spring. They are members of the MG Board.
- However, it takes more than two people to plan a large event, so they will be looking for volunteers to help and join their committee!

### **Hospitality Coordinators:**

- Ideally, there are two Hospitality Coordinators and they are on the MG Board.
- They are responsible for decorating, set-up and clean-up at each regular monthly meeting (not hosted by a specific class).
- They serve as chairpersons of the Welcome Tea with the President.
- They are responsible for ordering supplies and maintaining order and inventories in the supply MG room/closets.
- They assist the class reps/activity chairpersons that are hosting meetings/events throughout the year with ordering supplies.

### **Ways and Means Coordinators:**

- Ideally, there are two volunteers to lead up Ways and Means and they are on the board.
- They coordinate the raffles at the MG meetings. This includes the 50/50 raffle and any other raffle items. They are responsible for obtaining or purchasing the items to be raffled at our monthly meetings. In recent years, these are often themed raffle items for the season and a special handbag raffle a few times a year.
- They also coordinate the annual Poinsettia Sale Fundraiser each holiday season. This includes coordinating the poinsettia vendor, as well as sales, distribution at our December MG meeting and decorating the altar for the December Meeting Mass.

### **Suit Swap Coordinator:**

- The Suit Swap Coordinator is a member of the MG Board.
- They are responsible for keeping the suit swap rack organized, checking the donations to ensure they are in good shape and appropriate to add to the rack, and bringing the rack out at our MG general meetings.
- The Suit Swap was started to provide a way that families could pass along suits and jackets that didn't fit their boys anymore and were in good shape. If someone is looking for a new jacket or a suit, they can check if one is on the rack and take it. People do not have to donate to take something from the suit swap, despite the word "swap".
- The coordinator will periodically give reminders at the meetings and ensure accurate information about the suit swap is on the MG website.
- The coordinator should also touch base with Mr. Whartenby from time to time to see if there are any boys in need of clothes that he is aware of. He wouldn't share specifics on who, but could provide sizes to look out for and if we get them, items could be dropped off for him to share. There are times that he is aware of a family that could use some support.

### **School Store Coordinator:**

- The School Store Coordinator is a member of the MG Board.
- They work with the school administrator store manager to help find volunteers to staff the school store. This includes coordinating a SignUp to obtain volunteers to work the school store during lunch periods and setting up the school store booth at the Craft Show and other HGP events throughout the year.

**Liturgy Coordinators:**

- Ideally, there are two Liturgy Coordinators and they are on the MG Board.
- They are responsible for organizing all the masses, in collaboration with Father, for the MG general meetings, Welcome Tea and Mother-Son Event. This includes planning the mass and music, as well as preparing the programs and organizing volunteers to help with readings and the gifts.

**Faculty & Staff Appreciation Committee:**

- Each year the MG puts together a faculty and staff appreciation breakfast during Founder's Week.
- It runs best when one or two people Co-Chair the event and form a small committee to help organize, set-up and clean-up.