



## Ursuline Academy Mothers Club 2024-2025 Volunteer Position 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**

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**

This committee is responsible for the morning coffee at the beginning of each school year held on campus. All moms are invited to attend for coffee and a light breakfast. Volunteers assist in ordering supplies, creating a take away treat, coordination of food and setup/clean-up 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 Social Event**

This is a social event for all moms including a fun gift exchange. The hosts are responsible for planning date/location and details. Guests are asked to bring two matching gifts that they consider their favorite thing. Price point is around \$25. Gifts are wrapped and not labeled. Each guest will pick two different presents from the table as they leave. Guests also enjoy a complimentary treat!

### **Communication Assistant(s)**

This committee will assist the VP of Communications with communication content and timelines. They will also work with Ursuline staff when appropriate, as well as assist with dissemination of MC content to GroupMe and MC social media platforms.



### **Employee Thanksgiving Luncheon**

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.

### **End-of-Year Employee Luncheon**

This luncheon generally takes place off site at a restaurant on the 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. Ursuline is responsible for teacher gifts. Always ensure that special dietary meals are provided for those with allergies or who adhere to a specific diet. **\*\*\*No MC Chair, financial commitment only**

### **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.

### **Mahjong Social Event**

This is a fun evening event for all moms. This event will take place off site and tickets will be sold. It will be a night of mahjong, music, and fun. The committee will work to secure a venue and will be responsible for organizing the event and selling tickets. This event will take place in January.



### **Mama Bears Mahjong**

Calling all experienced Mahjong players! Join us the second Thursday 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

### **Mama Bear Merch**

This committee works to supply fun merchandise for our Mothers Club Mama Bears. Orders will be taken quarterly.

### **Mentor Moms**

This committee works closely with new families that are coming into Ursuline Academy. One Scoop Session is held in June, informing new moms of UA specifics. Two mentor moms are assigned to a small group of new families and will help guide them through their first year. The Mentor Moms will reach out via email or text/phone calls and setup a meeting time for the small group. They will also plan a get together including the girls before school starts. A Mentor Mom should make herself available to new families for any questions they might have.

### **Monthly Faculty Breakfasts**

These breakfasts consist of coordinating and setting up a buffet breakfast for the teachers on the monthly faculty meeting day 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 day of the meeting 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 event, 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 Employee Breakfast and Advisory Conference Luncheon**

In August, the committee arranges for a catered breakfast for the new employees and administration. This committee works with the school to know the day, time, and number attending. 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 Advisory Conference 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 for senior girls only. Senior moms organize a breakfast for the girls in Fox Dining Hall. 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 for seniors to sign up to model with their moms in the Mother-Daughter 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.

### **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.



## **UA Rosary**

This group is open to all UA moms and will meet weekly (excluding days that Ursuline is closed) in the Ursuline Chapel on Fridays at 8am to pray the Rosary together. Anyone may attend, and anyone may submit a prayer request. .

## **UA Pray**

Current Ursuline Moms, past Ursuline Moms, and Alumni are able to join together in prayer through our email prayer network. Current Ursuline Moms, past Ursuline Moms, and Alumni will have the opportunity to subscribe to the email prayer network and submit prayer requests.

## **CLASS REPRESENTATIVES**

### **Freshman Rep**

Works with the VP of Communications to disseminate info to respective GroupMe.  
Responsible for planning a Parent Social for respective grade level, within provided budget.  
This is the beginning of a two-year role.

### **Sophomore Rep**

Works with the VP of Communications to disseminate info to respective GroupMe.  
Responsible for planning a Parent Social for respective grade level, within provided budget.  
This is the second-year of this position.

### **Junior Rep**

Works with the VP of Communications to disseminate info to respective GroupMe.  
Responsible for planning a Parent Social for respective grade level, within provided budget.  
This is the beginning of a two-year role.

### **Senior Rep**

Works with the VP of Communications to disseminate info to respective GroupMe.  
Responsible for planning a Parent Social for respective grade level, within provided budget.  
Also responsible for Senior Birthday Bash twice during the school year. This is the second-year of this position.

