

## **Officers to the MMR Home and School Board**

**President** – shall preside at all meetings of the H&S and of the executive board; shall appoint special committees; shall be an ex-officio member of all committees; and shall receive notice of all related H&S meetings

**Vice President** – shall perform the duties of the president whenever the president is absent and shall assume the duties of the office of president until the next H&S election if the office of president becomes vacant

**Recording Secretary** – shall keep a minute book showing a true and accurate record of all meetings of the H&S association and of the executive board

**Corresponding Secretary** – shall send notices of regular meetings to members prior to said meeting and shall take care of any mailing or inquiries needed by the association or executive board

**Treasurer** - shall receive all dues and other monies and shall make disbursements only as directed by the executive board. The treasurer shall make a verbal financial report at each general meeting in addition to a written report, which shall be examined and certified by an auditing committee of the association.

## **Permanent Committees to the Home and School Board**

### **Fundraising**

Oversees and staffs of various fundraising activities or other events that generate revenue for the H&S

(e.g., Market Day, Campbell Soup Labels, Box Tops for Education, Library Books)

Identify school needs and raise funds to meet them.

### **Social Events**

Oversees all Social Events sponsored by the H&S throughout the school year

(e.g., Snowflake Social, dances, events for parents or family during school)

### **Communications**

Handles communication between home, school and parents for H&S events

Ensures communication for public relations issues outside of H&S (e.g., newspapers, etc).

Information Technology (H&S website, information technology review)

**Elections**

Oversees all aspects of the election process (e.g., nomination process and voting process)

**Community Service**

integrating, investigating and servicing all activities for the community at large

Note: The executive board is the administrative body of the H&S. Its members consist of a priest representative of the parish, association officers, the chairs of the permanent committees and a school administrator.