

## **Mercy Mothers' Club – Executive Board Positions (8 Potential)**

### **President**

- Plan and facilitate MMC Board meetings and ensures club's objectives are met.
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- Main conduit between Mercy Principal and Mothers' Club Executive Board and Members.
- Works directly with Mary Vallone (Mrs. Sattler's Admin to ensure event requests are fulfilled per month).
- Develop and Confirm with Board: Yearly Budget; Upcoming Events; Grad Gift to Mercy.
- Communicates with Julie Earle, Marketing and Communications Mgr-MHS, on email content, Mercy Messenger MMC content, and MMC webpage content on a regular basis. Monthly via email.
- Develop and launch yearly objectives and update MMC on results and findings.
- Work with the Dean of Students and Committee heads to get Event Dates approved and, on the Mercy High School Calendar.
- August: Request a contact list of new Mothers/Female Guardians for the new school year. Provide names and contact info for Board Members to welcome families and invite them to a Welcome Event in September.
- Plan the MMC Welcome Event in September.
- Accelerated issues: Discussions with Dr. Kreger.
- Oversees all club events with committee leads.
- Approves expense payouts.
- **TIME:** August/September- to kick the year off and put things in place is time consuming. On average per month 4-5 hours. Obviously, around events and meetings additional time is needed to prepare content/presentation.

### **President-Elect**

- Shadows President to serve in President role in future.
- Serves in President's role in her absence, resignation, or inability to serve.
- Attends all Board meetings.
- Add approved dates to the Mercy School Calendar and ensure all info is correct.
- Oversees a committee Lead and provides updates to the Board.

### **Vice President(s)**

- Presides at meetings/events in the absence of the President.
- Assists in planning and coordinating meetings and programs with the President and the Executive Committee.
- Provides data on previous club events to allow the event chairs to benefit from experience and suggestions for improvement.

- Provides mentorship to new officers.
- Ensures strong leadership succession by identifying and recruiting new club volunteers and future Board Members.
- Attends all Board meetings.
- Responds to general email inquiries through MMC Gmail account.
- Oversees a committee Lead and provides updates to the Board.
- **TIME:** Meeting and Events/Assisting President. Obviously, around events and meetings additional time is needed. Charged with initiated sign ups and food/drink planning for MMC Meetings. 3-4 hours per month.

### Secretary

- Attends general membership meetings and Board meetings.
- Records the minutes of the meetings of the Executive Board and provides approved general meeting minutes to the Executive Board for review.
- Tracks attendance at meetings.
- Turns over the records to the next Secretary to hold this position.
- Participates in Board planning and decisions.

### Treasurer

- Works with Business Office to coordinate cash deposits and withdrawals of club activities.
- Works with President to set a financial budget for all Mercy activities.
- Approves (with input of President) any requests for reimbursements for Mercy activities.
- Works with the Business Office to ensure it writes checks and makes appropriate deposits into the club's account.
- Maintains up-to-date, accurate financial records of them, including all deposits and withdrawals. Ensures vendors are paid timely for services for MC events. Communicates budgets to all MC committees.
- Provides Treasurer's report on monthly basis to the Board and at other times upon request of the Executive Board.
- Attends Board meetings/events.
- Supports committee chairs with financial logistics for fundraising activities.
- Checks Moms Club mailbox in the reception area and disburses mail as needed (invoices, etc.).
- Notify MMC committee chairs for events that they will need to get cash from the bank to initially fund and reimburse themselves from the cash box.

### Member At Large

- Leads committee chairs by ensuring they have the tools necessary to carry out responsibilities, including helping to choose appropriate dates for events

- Communicates with chairs regarding the importance of keeping binders up-to-date; collects binders from chairs, ensures the information is complete and passes the binders on to new chairs to ensure smooth transitions.
- Oversees a committee Lead and provides updates to the Board.

### **Social Media and Communications**

- Leads the weekly updating of approved social media channels for the MMC utilizing content to promote upcoming events and celebrations.
- Works directly with the Board on a monthly communication schedule that promotes MMC and MDC specific events, needs, volunteerism, and parent/guardian specific school events.
- Will work occasionally with the head of Marketing and Communication at Mercy on logo approval and or updates to the Mercy Mothers' Club Page on the school website.
- Works with the Board on any literature or images that need to be updated on behalf of Mothers' Club Recruitment.
- Oversees a committee Lead and provides updates to the Board.