



Executive Board Descriptions

The officers of this organization are:

President
First Vice President
Second Vice President
Recording Secretary
Treasurer
Communications Officer(s)
Parliamentarian(s)

Requirements: To hold an office: you must be a due (\$10 cost for a lifetime membership) paying member and been an active member of an existing committee for a minimum of one academic year; you must be a mother or guardian of a student in Mt. St. Joseph.

Duties of the Executive Officers

The President - presides at all meetings of the organization and of the Board; appoints all chairpersons of standing and special committees; is an ex-officio member of all committees, except the Nominating Committee; and coordinates the work of the officers and committees of the organization so that the object of the organization may be promoted.

The Vice Presidents - in their designated order, perform the duties of the President, due to her absence or inability to serve, and shall assist her as needed. In the event the presidency becomes vacant, the First Vice President shall assume the office of President for the unexpired term, leaving the office of First Vice President position vacant.

The Recording Secretary - keeps the minutes of all general and Board meetings, shall provide the President with a copy of all minutes, shall notify the Board of all meetings, and shall perform other such duties as may be delegated to her.

The Treasurer - keeps a full and accurate account of receipts and expenditures. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the President or Board and shall make a full report to the organization before the newly elected officers officially assume their duties. The MSJ Business Office audits the organization's books on an ongoing basis. There shall be only one Treasurer.

The Communications Officer(s) - maintain all communication between the Mothers' Club and its members. The position entails overseeing the monthly newsletter, social media, and external communications such as the FB page. The Communications Officers are responsible for getting out information on all Mothers' Clubs events.