



## STA MOTHERS' CLUB COMMITTEE DESCRIPTIONS 2009-2010

**Academy Mothers' News:** 2 co-chairs. Produce three newsletters of interest to mothers during the year; select topics for articles, edit and submit to printer. Coordinate with mailings chair.

**Admissions Liaison:** 2 co-chairs. Works with STA Admissions Director and Assistant, to coordinate dissemination of STA information to parishes. One liaison from the Minneapolis area, one for St. Paul area. Each serves two-year staggered terms.

**Alumni Liaison:** 2 co-chairs. Plans and organizes an event for present and alumni moms.

**Community of Prayer:** 1 chair. Produces a one/two page compilation of inspirational thoughts and prayers for MC mailing. Provides a prayer for the *Academy Mothers' News* and offers a prayer at the beginning of each of the Mothers' Club Meetings.

**Creativity/Idea/Decoration Consultants:** Work with event chairpersons to develop and carry out ideas for themes, centerpieces, decorations, etc.

**Environment:** 2-3 co-chairs. Decorates the exterior school entrances seasonally.

**Garment Bags:** 1 chair. Coordinates the sale and dissemination of blouse coat garment bags to students.

**Harvest Mass and Meal:** 2-4 co-chairs. Plans, organizes and implements a fall dinner for all mothers. Coordinates event with Liturgy Committee.

**Historian:** 1 chair. Organizes "Photographers-for-a-Day" to photograph all MC events, and organizes memorabilia of the year's MC activities for posterity.

**Liturgy Committee:** 2 co-chairs. Plans liturgies with the chaplain and coordinates the Mass readings, servers, lectors, programs and music for the Harvest Mass, Christmas Mass (two times), and Spring Mass.

**Mailings:** Coordinates all of the Mothers' Club bulk mailings (3 newsletters and all invitations throughout the year). Assists the STA office staff with all-school mailings, as needed.

**Membership:** 1 chair. Encourages financial support and collects annual donations to the Mothers' Club, sending thank-you cards upon receipt.

**Military Ball:** 4 co-chairs. Coordinates the event with the Student Council, faculty and staff. Oversees the details in set-up, execution, and takedown of decorations.

**Mom's Spring Night Out:** 2 co-chairs. Explores possibilities for, and puts on, an event that provides social interaction for STA mothers.

**Mothers Helping Our Community:** 1 chair. Facilitates meals for faculty/staff and families who are in temporary need of support during times of health crises.

**Mothers' Morning of Prayer for STA & VIS:** 2 co-chairs. Plan a mid-morning of reflection (in March) led by a guest speaker(s), with a lunch to follow. Coordinates this event with Visitation so that VIS Moms receive invitations, too.

**Mother/Son Mass and Brunch:** 4 co-chairs. Plans and arranges for the Christmas Mass and Brunch (held two Sundays in December), coordinating efforts with the Liturgy Committee.

**Mother/Son Retreats:** 2 co-chairs. Coordinates and plans the retreat. Handles arrangements, publicity, and reservations.

**New Uniform Sale:** 2 co-chairs. Works with Military at school to help staff and run the new uniform sale in August.

**Photographer-for-a-day:** volunteers. A one-time commitment to photograph an assigned Mothers' Club event for MC archives. Gives pictures to President-Elect.

**Special Mementos:** . Coordinates the development and sale of seasonal items (i.e., Christmas Ornaments) to provide revenue for Mothers' Club activities.

**Spring Luncheon and Military Review:** Plans and handles the arrangements and reservations for the Spring Luncheon held at STA for all moms.

Makes arrangements with Dean for senior sons to escort and introduce their mothers. Coordinates efforts with Liturgy Committee.

**Teacher Appreciation:** 3 co-chairs. Arrange to bring in treats for the faculty and staff for holidays, seasonal changes or special days. Provides attractive table displays in faculty lounge.

**Used Uniform Sale:** 3-4 co-chairs. Plans and coordinates the June "take-in" of used uniforms, the annual August Used Uniform Sale, and the Spring White Pants Sale. Works at used and new uniform sale. Submits report of earnings.

**Volunteer Coordinator:** 2 co-chairs. Gathers names of individuals interested in volunteering to serve on identified Mothers' Club committees. Disseminates names to the appropriate chairs.

**7th - 12th Grade Class Representatives:** Two representatives in grades 7-12. In August, class reps call all new families in their sons' respective classes to welcome them to STA and answer their school-related questions. All class reps host the Get Acquainted Gathering and facilitate communication and Mothers' Club participation among the mothers at their son's grade level. Middle School Reps assist with Middle School Grandparents Day; High School Reps assist with Upper School Grandparents Day. Grades 7 and 8 reps assist Mary Hover with Middle School magazine drive, obtaining parent drivers for students visiting Sharing and Caring Hands, Middle School Grandparents Day, and other projects needing parental support. The 9th grade reps plan and chaperone the mid-winter VIS/STA Freshman Fun Night for students. The 10th grade reps help with the Cadet Colonel promotion reception, held on the day before Thanksgiving at 2 p.m., and any other parent/school sponsored social events for 10th graders. 11<sup>th</sup> grade reps plan and host a reception at the cathedral immediately following graduation. and 12<sup>th</sup> grade reps will make welcome calls to all new families in the fall. They will also make calls to invite every senior mom/guardian to the Spring Luncheon and Review. All reps may be called upon for assistance with activities for their sons' grade levels. Finally, if any emergency calling is needed to spread information quickly through school, the class reps assist as "telephone trees" for their class with the 11th grade reps acting as chairs of that activity.

**SH: Updated 4/2/09**