



STA MOTHERS' CLUB EXECUTIVE DUTIES

ENTIRE BOARD

- Attend monthly executive board and Mothers' Club meetings
- Assist President when entertaining
- Help at Mothers' Club table at Parent Orientation, Back- to- School Night and other events as requested by the President
- Meet and greet moms at our monthly meetings and at other Mothers' Club events

PRESIDENT-ELECT

- Coordinate welcoming mailing for new families
- Write timely article(s) for each newsletter issue as requested by the President
- Attend budget meeting in August
- Observe and take personal notes at each Mothers' Club function that you will preside at next year
- Assist President at functions and events
- Serve as Historian, gathering and collecting pictures and relevant information from Mothers' Club Events for posterity

VICE PRESIDENT

- Write timely article(s) for each newsletter issue as requested by the President
- Assist President in getting materials for all mailings
- Assemble a folder for each committee chair for Mother's Club Orientation
- Contact the committee following their event and secure their report update
- Create a file of committee reports
- Assist President on an as-needed basis with paperwork, mailing, telephoning and e-mailing
- Arrange for reception table, name tags, and signage for Mother's Club table at New Parent Orientation, Back-to-School Night and other events as requested by the President

RECORDING SECRETARY

- Take notes during executive and general Mother's Club meetings
- Type and duplicate minutes for executive and general meetings
- Create announcement for monthly all-school mailings containing minutes and next meeting information as requested by the President
- Write article for each Newsletter that summarizes the highlights of the past 1 or 2 Mother's Club meetings as requested by the President

CORRESPONDING SECRETARY

- Prepare and send invitations for all Mother's Club meetings and events as requested by the President
- Prepare and send monthly reminders of Mother's Club meetings
- Send thank you, sympathy, and get well cards
- Assist President on as-needed basis with paperwork, mailing, telephoning and e-mailing

TREASURER

- Assist executive board in developing the budget
- Account for all monies spent
- Pay necessary bills
- Prepare for annual audit
- Provide budget update at each monthly executive board meeting

JB: Updated 2/1/08