

St. Madeleine Sophie School
Parent Association Officer Duties (Working Draft 2010)

Chair

The duties of the chair are:

- Preside at and administer all regular, special and executive committee meetings.
- Call special meetings of the association's executive committee.
- Serve as the association's representative on the School Ministry Commission.
- Serve as an ex-officio member of all association committees.
- Perform such duties as are incumbent of the office.

The requirements for the chair are:

- Parishioner
- Parent of student currently enrolled in the school.
- Served as chair-elect in the prior school year. If the prior year's chair-elect is unable to serve as chair, the chair should have served as an officer in the association.

Chair-Elect

The duties of the chair-elect are:

- Assume the duties of the chair in his/her absence.
- Perform additional duties designated by the chair.
- Assist in the formation of all committees and serve as an ex-officio member.
- Assure that committees meet their goals and report their results and recommendations to the association.
- Coordinate volunteer opportunities available through the association.
- Coordinate appropriate political action activities.
- Prepare to become chair in the next school year.

The requirements for the chair-elect are:

- Parishioner
- Parent of student currently enrolled in the school.
- Willing to serve 2 years – 1 as chair-elect and 1 as chair.

Recording Secretary

The duties of the recording secretary are:

- Record and make available to all the members copies of the minutes of all executive committee and general meetings.
- Conduct the correspondence of the association.
- Maintain a current file of reports, records and correspondence of the association.
- Publicize meetings and functions in the school newsletter, association newsletter and parish bulletin and web site.
- Serve as an ex-officio member of the communications committee.

- Perform additional duties designated by the chair.

The requirements for the recording secretary are:

- Parent of student or parishioner

Financial Records Secretary

The duties of the financial records secretary are:

- Collect any monies raised and transfer to appropriate parish staff member
- Be appointed to all fund raising committees as an ex-officio member to coordinate and help prepare fund raising reports
- Maintain records of all receipts and expenditures
- Review and recommend payment of bills to the chair. Work with appropriate parish staff member to ensure payment of bills.
- With the other officers, develop the association budget and work with appropriate parish staff member to include in parish budget.
- Perform additional duties designated by the chair.

The requirements for the financial records secretary are:

- Parent of student or parishioner

Faculty Representative

The duties of the faculty representative are:

- Serve as liaison between the faculty and the association.
- Report association business at faculty meetings.

The requirements for the faculty representative are:

- Appointed by principal

Parish-At-Large Representative

The duties of the parish-at-large representative are:

- Serve as liaison between the association and other parish groups
- Solicit input from the parish at large on items related to the association and the school.
- Coordinate volunteer opportunities with other parish organizations.
- Perform additional duties designated by the chair.

The requirements for the parish-at-large representative are:

- Not a relative of a student in the school
- Parishioner