



**The Xavier Mothers' Guild Executive Board includes the following volunteer positions:**

**President**

The President shall be the executive officer of the Guild who will preside at the meetings of the Executive Board and of the Guild. In addition, she will chair the Executive Committee and serve as a member of the Xavier Advisory Board and Nominating Committee.

The President's duties, which may be performed with the assistance of Xavier professional staff or other Executive Board members where appropriate, shall include, but are not limited to:

- Communicate with the Principal of Xavier regarding all pertinent activities of the Guild and serve as the primary contact between the Guild, the professional staff of Xavier and the Principal of Xavier.
- Provide the membership of the Guild with periodic reports concerning the activities of the Guild.
- Assist the administration with the annual open house for prospective students, as well as other activities involving recruitment and welcoming of incoming students.
- Assist in the administration of and attend significant events, including Xavier Graduation, the Freshwomen Get Acquainted Socials, the annual Holiday Auction, the Scholarship Fashion Show and the Dads' Club Barbecue.
- Appoint committee chairs when needed and oversee all committee activities.
- Plan and host a Freshwoman Open House for the mothers of the incoming Freshwomen, in the fall, as soon as possible to the beginning of the school year.
- Be responsible for communicating with the Xavier administration and providing input regarding preparation of the Guild budget for the following school year with the assistance of the professional staff of Xavier, the President-Elect, the Treasurer and the Assistant-Treasurer.
- Express sympathy or offer assistance as may be appropriate on behalf of the Guild to any member of the Xavier Community who is in need of help or moral support.
- Attends all advisory board meetings.

### **President-Elect**

The President-Elect position is intended to prepare for the position of President the following year. Using this year as an opportunity to shadow the current President in all her roles and responsibilities.

The President-Elect's duties shall include, but are not limited to:

- Assist the President when needed and, in the absence of the President, perform the duties of President.
- Communicate with the Xavier administration and provide input regarding preparation of the Guild budget for the following school year, with the assistance of the professional staff of Xavier, the President, the Treasurer and the Assistant-Treasurer.
- After her nomination for the office of President, and she has received approval by the Principal of Xavier, the President-Elect will participate, along with the outgoing President, in the planning, administration and execution of events for new freshmen including, but not limited to, activities and events relating to recruitment and welcoming of incoming students. She also will participate and assist in the formation and oversight of committees that will serve during her upcoming term as President. The President-Elect will direct the formation of the Mothers' Guild Calendar for her upcoming year as President, including coordinating the dates for the Holiday Auction and the Scholarship Fashion Show.
- Serve as a liaison between the Executive Board and all Guild committees and work to facilitate communication and gather feedback from committees to assist in the nominating process and the administration of future activities of the Guild. It will be the responsibility of the President-Elect to report the status of the committees to the President on a bi-monthly basis, or sooner if necessary. Plan Monthly Executive and General Board meetings, including food and decor. Notify the Executive Board members of the time and place of the Executive Board meetings. Manage Evite invitations for all MG committees. Manage MG Website including keeping all information up-to-date on the MG websites. Attends all advisory board meetings. Perform such other duties as directed by the President.

### **Vice-President**

The Vice-President's duties shall include, but are not limited to:

- Coordinate with the Secretary on all communication and activities of the Guild.
- Plan, direct and oversee the Social Media outlets for the Mothers' Guild, working closely with the Secretary. This will include the website, Facebook, Twitter, and/or any other Social Media sources that are used to promote and communicate the mission and activities of the Mothers' Guild. She may appoint committee members to assist her in the management of Social Media for the Guild. The committee members will be subject to approval by

the President. The President may also appoint another Board Officer to perform these duties if there is one who is better qualified and trained in website and social media management.

Assist with the marketing of special MG events by working with President, Secretary and XCP administration who markets XCP information to families.

- Perform such other duties as directed by the President.

### **Recording Secretary**

The Recording Secretary's duties shall include, but are not limited to:

Write "thank you" notes and sympathy letters on behalf of the Mothers' Guild

- Keep the minutes of all meetings of the Executive Board and the Guild. Present the recorded minutes at succeeding meetings for approval and, within one week after approval, the minutes shall be posted by the Secretary on the Xavier website.

### **Corresponding Secretary**

Produce "Guild Gazette" with assistance from the President and Director of MG Events.

Be responsible, with the assistance of the Xavier staff, for all external communication to the Xavier community regarding Guild activities and events.

- Maintain a file of all essential records, which shall include a copy of the bylaws, the agendas and minutes of all meetings of the Executive Board and the Guild, any resolutions of the Executive Board and all necessary documentation relating to electronic voting by the Executive Committee.
- Conduct the general correspondence of the Guild under the direction and approval of the President.
- Advise the President on sympathy matters and critical situations or notify the President of assistance needed by members, as needed.
- Recognize important events on the Xavier calendar, as directed by the President.
- Perform such other duties as directed by the President.

### **Treasurer**

The Treasurer shall work with Assistant-Treasurer and the professional staff of Xavier to fulfill her duties, which include, but are not limited to:

- Maintain custodial oversight of any funds of the Guild that are placed in her control in connection with Guild activities and events. She shall assist in record keeping and accounting activities relating to these funds.
- Keep full and accurate records and shall present the Treasurer's Report at the regular meetings of the Executive Board and of the Guild.
- Communicate with the Xavier administration and provide input regarding preparation of the Guild budget for the following school year with the assistance

of the professional staff of Xavier, the President, the President-Elect and the Assistant- Treasurer.

- Serve as the liaison between the administration of Xavier and the Guild membership and committees concerning the budget and other financial matters of the Guild.
- Assist with the accounting and inventory functions required by various committees, including the Holiday Auction, the Scholarship Fashion Show and Gator Gear.

#### **Assistant-Treasurer**

The Assistant-Treasurer shall be Treasurer-Elect and assume the title of Treasurer the subsequent school year. During her year, she will work with the Treasurer to perform her duties. In the absence of the Treasurer she has the powers and functions of the position.

Assist Director of Mothers' Guild Events and Director of Mother's Guild Records with ticket sales and financing of special events.

#### **Parliamentarian**

The Parliamentarian's duties shall include, but are not limited to:

- Advise the President on matters of parliamentary procedure.
- Maintain continuity at all Executive Board and Guild meetings and monitor the Guild's adherence to its bylaws.
- Serve as the Nominating chairperson and be responsible for selecting and convening the Nominating Committee. This includes soliciting and collecting nominations for the Executive Board and Committee positions as well as notifying candidates regarding the status of their nomination.
- Draft proposed changes to the bylaws with the assistance of the Executive Board and the professional staff of Xavier.

#### **Volunteer Coordinator**

The volunteer coordinator plays a vital role in the Guild by driving the volunteer management program and providing ongoing support to volunteers. She also becomes the main point of contact for all Guild volunteers. The Volunteer Coordinator's duties shall include:

- Recruit volunteers at the May and September Guild meetings.
- Construct a volunteer database with volunteer names, contact information and interests.
- Work with all committee chairs, including Auction and Fashion Show chairs to understand committee volunteer needs and help fulfill their volunteer needs.

- **Communicate with volunteers on a periodic basis to welcome them, keep them excited about volunteering and provide information on upcoming volunteering opportunities with the Guild.**
  - **Act as a first point of contact for all volunteers and anyone in the Xavier community wanting to volunteer.**
  - **Coordinate, working with professional Xavier staff, the required Safe Environment training for volunteers.**
  - **Advise the President on volunteer recognition programs and events.**
- Meet with the Mothers' Guild Director weekly to coordinate the needs for the upcoming week.**

### **Gator Gear Chair(s)**

**The Gator Gear Chair(s) oversees all aspects of the Gator Gear and works with Xavier professional staff to:**

- **Assist with the accounting functions required by Gator Gear, specifically, in accurately closing down the register after each shift and working with the Director of Records to be sure accurate deposits and financial records are made and kept.**
- **Assist with the inventory functions required by Gator Gear, including being present at all monthly inventories and assisting the professional staff of Xavier to keep accurate records of product inventory.**
- **Maintain attractive displays in the store and create a welcoming atmosphere among the volunteers and the student and parent shoppers, remembering at all times that she is a representative of Xavier.**
- **Coordinate volunteers scheduled for shifts in store, special events, including publishing and monitoring of sign-up calendar, as well as training new volunteers.**
- **Mentor and train interested volunteers in preparing to assume duties of Gator Gear Chairwoman position, including updating process and procedure manual to assist incoming chairwoman and volunteers.**