

## **The Xavier Mothers' Guild Executive Board**

### **President**

The President serves as the Chief Executive Officer of the Mothers' Guild, providing strategic leadership, guidance, and support to the Executive Board and Guild membership. The President ensures effective collaboration with Xavier administration, oversees Guild operations, supports major Guild initiatives and events, and acts as the primary liaison between the Mothers' Guild and the Xavier school community.

### **Duties and Responsibilities**

- Serve as the Chief Executive Officer of the Mothers' Guild.
- Preside over all General Guild meetings and Executive Board meetings.
- Support, mentor, and provide guidance to Executive Board members, including the President-Elect.
- Appoint Event Chairs, including but not limited to:
  - Mothers' Retreat
  - Auction
  - Fashion Show
- Oversee the Executive Committee and Guild activities, including but not limited to...
  - Mother/Daughter Social Chair
  - Grade-Level Social Chair
  - Adventure Chair
  - Faith-Based Chairs
  - Senior Treats
  - Teacher Appreciation events (e.g., Holiday Luncheon, May Luncheon)
- Serve as a member of the Xavier Advisory Council/Board and the Nominating Committee.
- Attend all Xavier Advisory Board meetings.
- Act as the primary liaison between the Mothers' Guild and Xavier administration, including maintaining regular communication with the Principal.
- Provide timely updates to Guild members regarding community engagement through General Guild meetings, the Guild Gazette, and social media platforms.
- Collaborate with Xavier administration, the President-Elect, and the Treasurer in the preparation of the Guild budget for the upcoming school year.
- Assist Xavier administration with recruitment and welcoming efforts, including:
  - Planning and hosting the Freshwomen Open House for incoming parents (August)
  - Supporting the Xavier Open House (October)
- Assist with and attend major Guild-sponsored events, including:
  - Freshwomen Get-Acquainted Socials (August)
  - "IMPACT" Auction (November)
  - Scholarship Fashion Show (Spring)
  - Dad's Club Barbecue (April)
  - Xavier Graduation (May)
- Express sympathy or offer assistance on behalf of the Mothers' Guild to members of the Xavier community when appropriate.
- Provide Agenda to Mothers' Guild Administration for review prior to Executive and General Board Members

## **President-Elect**

The President-Elect shall prepare to assume the office of President in the following year by working closely with and supporting the current President. This role provides comprehensive exposure to the operations, leadership responsibilities, and strategic planning of the Mothers' Guild while ensuring continuity and collaboration with the Executive Board, committees, and Xavier administration.

### **Duties and Responsibilities**

The President-Elect shall:

- Assist and support the President and members of the Executive Board in the performance of their duties.
- Perform the duties of the President in the absence or incapacity of the President.
- Partner with the outgoing President in the planning, administration, execution of recruitment, and welcoming events for incoming freshwomen and their families, including related activities, following nomination and approval by the Principal.
- Collaborate and communicate with Xavier administration, the Mothers' Guild President, Treasurer, and the Directors of Mothers' Guild regarding preparation of the Mothers' Guild budget for the succeeding school year.
- Direct the development of the Mothers' Guild calendar for her presidential year, including coordinating dates for major events such as the Holiday Auction and the Scholarship Fashion Show.
- Serve as a liaison between the Executive Board and all Guild committees by facilitating communication, gathering feedback, supporting future planning, and assisting with the nominating process.
- Coordinate food and hospitality arrangements for General Guild meetings.
- Develop and produce bi-weekly the Mothers' Guild Gazette in collaboration with the President and the Director of Mothers' Guild..
- Perform such other duties as may be assigned by the President.

## **Vice-President**

The Vice-President shall serve as a key officer of the Mothers' Guild, supporting the President and President-Elect while ensuring smooth communication, event coordination, and member engagement. This role provides leadership continuity by assuming presidential duties when needed and assisting with planning, marketing, and spiritual and community initiatives.

### **Duties and Responsibilities**

The Vice-President shall:

- Perform the duties of the President in the absence or incapacity of both the President and President-Elect.
- Serve as the lead Mothers' Guild liaison for the Xavier Open House held in October.
- Lead "Mothers' Connect" ice-breaker activities at General Board meetings.
- Report to the President regarding "Mothers' Connect" activities in coordination with the Activities Chair.
- Support the President in all duties as assigned.
- Advise the President regarding sympathy matters, critical incidents, or sensitive situations involving members of the Xavier community.

- Provide oversight and support to the Rosary Chair, Advent Chair, Lenten Reflection Chair, Prayer Chain, and Rosary Group.
- Coordinate with the Secretary regarding Guild communications and activities.
- Assist with marketing and promotion of Guild events in collaboration with the President, Director of Social Media, and Xavier administration.
- Perform other duties as assigned by the President.

## **Secretary**

The Secretary shall maintain the official records of the Mothers' Guild, facilitate communication, and support the President and Executive Board in the effective operation of the Guild. This role ensures accurate documentation of meetings, attendance, correspondence, and Guild activities.

### **Duties and Responsibilities**

The Secretary shall:

- Attend all Executive Board and General Board meetings.
- Record attendance and prepare accurate minutes of all meetings.
- Present meeting minutes for approval at the subsequent meeting and post approved minutes to the Xavier website or Mothers' Guild drive within one week.
- Notify Executive Board members of the time, date, and location of meetings.
- Prepare correspondence on behalf of the Guild, including thank-you notes and sympathy letters, under the direction and approval of the President.
- Advise the President regarding sympathy matters, critical incidents, or situations requiring member assistance.
- Maintain and safeguard essential records, including bylaws, agendas, minutes, Executive Board resolutions, and electronic voting documentation.
- Coordinate, with assistance from Xavier staff, all external communications regarding Guild activities and events.
- Recognize and communicate significant events on the Xavier calendar as directed by the President.
- Perform other duties as assigned by the President

## **Treasurer**

The Treasurer serves as the financial steward of the Mothers' Guild, working closely with the Director of Mothers' Guild Records, the President, and the President-Elect to manage funds, oversee budgets, and ensure transparency in all financial matters. This role supports the Guilds' events and committees by maintaining accurate records, reporting financial activity, and assisting with planning for the upcoming year.

### **Duties and Responsibilities:**

- Maintain custodial oversight of all Guilds' funds under her control, ensuring accurate record-keeping and accounting for all Guild activities and events.
- Keep full and accurate financial records and present the Treasurer's Report at Executive Board and General Board meetings.
- Communicate with Xavier administration and provide input for preparation of the Guild budget for the following school year, in partnership with the President, President-Elect, and Xavier professional staff.
- Serve as the liaison between Xavier administration and Guild membership/committees regarding budgetary and financial matters.
- Assist committees with accounting and inventory functions, including the Holiday Luncheon, Auction, Scholarship Fashion Show, and Gator Gear.

- Collaborate with the Director of Mothers' Guild to ensure proper financial oversight.
- Advise and communicate with the Mothers' Guild President and Director of Mothers' Guild regarding the upcoming year's budget.
- Support financial aspects of major events, including the Auction, Fashion Show, Senior Treats, and Holiday Luncheon.
- Provide monthly budget updates at Executive Board meetings.
- Report to the Mothers' Guild President, Event Coordinator
- Construct and maintain a volunteer database with names, contact information, and areas of interest.
- Work with all committee chairs, including but not limited to ; Auction and Fashion Show chairs.

## **Parliamentarian**

### **Overview:**

The Parliamentarian serves as the expert on governance, procedures, and adherence to the Guild's bylaws. This role provides guidance to the President and Executive Board, oversees the nomination process for leadership roles, and assists in maintaining and updating governing documents.

### **Duties and Responsibilities**

- Advise the President and Executive Board on parliamentary procedures and governance matters.
- Ensure meetings run smoothly and in accordance with the Guild's bylaws.
- Serve as chair of the Nominating Committee, including overseeing its operations and ensuring fair and accurate candidate selection.
- Collect, verify, and notify candidates regarding nominations for Executive Board and Committee positions.
- Draft proposed updates to the Guild's bylaws in consultation with the Executive Board and professional staff.
- Report directly to the President.
- Perform other duties as assigned by the President.

## **Director of Social Media**

### **Overview:**

The Director of Social Media plans, directs, and oversees the social media presence of the Mothers' Guild to promote its mission, programs, and activities. This role works closely with the Secretary to ensure consistent and effective communication and may include managing a small committee of volunteers to assist with social media tasks.

### **Duties and Responsibilities**

- Manage all official social media platforms, including Facebook, Instagram, and other approved channels.
- Develop and implement strategies to communicate the Guild's activities and engage members.
- Appoint and supervise committee members to assist with social media management, with all appointments approved by the President.
- Coordinate with the Secretary to ensure consistent messaging and communication across all channels.
- Perform additional duties as assigned by the President.
- The President may assign these duties to another Board Officer if they have specialized expertise in social media management.

## **Volunteer Coordinator**

### **Overview:**

The Volunteer Coordinator manages the Guild's volunteer program, supporting volunteers and serving as the primary point of contact for all volunteer activities. This role ensures that volunteer needs are met for all Guild events and programs, fostering engagement and community participation.

### **Duties and Responsibilities**

- Serve as the main contact for all Mothers' Guild volunteers.
- Coordinate with Community Event Chairs to assess and address volunteer requirements for all events, including but not limited to the Auction, Fashion Show, XMR, and Faculty Luncheons, no later than twelve (12) weeks prior to each event. Develop and manage SignUp Genius forms and Google interest forms for events and social activities.
- Recruit volunteers during Guild meetings in May and September.
- Maintain a database of volunteers with contact information and areas of interest.
- Collaborate with committee chairs to fulfill volunteer needs across all Guild activities.
- Report directly to the President and the Director of Mothers' Guild Marketing

## **Gator Gear Chairs**

### **Overview:**

The Gator Gear Coordinator oversees the operation of the Mothers' Guild spirit wear program, functioning similarly to a small retail clothing store. This role is responsible for inventory management, merchandising, sales coordination, and customer service, ensuring that spirit wear is readily available, well-organized, and aligned with school approved branding.

- Work collaboratively with the professional staff of Xavier to fulfill her duties, which include, but are not limited to the following:
  1. Reporting: Provide the Guild membership with periodic reports regarding the operations and activities of Gator Gear.
  2. Financial Oversight: Assist with accounting functions related to Gator Gear, including the accurate reconciliation and closing of the cash register after each shift. Work in coordination with the Director of Records to ensure all deposits are accurate and that complete and accurate financial records are maintained.
  3. Inventory Management: Assist with inventory functions, including attendance at all scheduled monthly inventories, and work with the professional staff of Xavier to ensure accurate tracking and documentation of all product inventory.
  4. Merchandising and Customer Experience: Maintain attractive and well-organized merchandise displays and foster a welcoming and professional atmosphere for volunteers, students, parents, and other shoppers, recognizing at all times her role as a representative of Xavier.
  5. Volunteer Coordination: Coordinate and oversee volunteers for store shifts and special events, including publishing, managing, and monitoring the volunteer sign-up calendar, as well as training new volunteers.

6. Succession and Training: Mentor and train interested volunteers in preparation for assuming the role of Gator Gear Chairwoman, including updating and maintaining the process and procedure manual to support incoming leadership and volunteers.