

Officers to the MMR Home and School Board

President – shall preside at all meetings of the H&S and of the executive board; shall appoint special committees; shall be an ex-officio member of all committees; and shall receive notice of all related H&S meetings

Vice President – shall perform the duties of the president whenever the president is absent and shall assume the duties of the office of president until the next H&S election if the office of president becomes vacant

Recording Secretary – shall keep a minute book showing a true and accurate record of all meetings of the H&S association and of the executive board

Corresponding Secretary – shall send notices of regular meetings to members prior to said meeting and shall take care of any mailing or inquiries needed by the association or executive board

Treasurer - shall receive all dues and other monies and shall make disbursements only as directed by the executive board. The treasurer shall make a verbal financial report at each general meeting in addition to a written report, which shall be examined and certified by an auditing committee of the association.

Permanent Committees to the Home and School Board

Fundraising

Oversees and staffs of various fundraising activities or other events that generate revenue for the H&S

(e.g., Market Day, Campbell Soup Labels, Box Tops for Education, Library Books)

Identify school needs and raise funds to meet them.

Social Events

Oversees all Social Events sponsored by the H&S throughout the school year

(e.g., Snowflake Social, dances, events for parents or family during school)

Communications

Handles communication between home, school and parents for H&S events

Ensures communication for public relations issues outside of H&S (e.g., newspapers, etc).

Information Technology (H&S website, information technology review)

Elections

Oversees all aspects of the election process (e.g., nomination process and voting process)

Community Service

integrating, investigating and servicing all activities for the community at large

Note: The executive board is the administrative body of the H&S. Its members consist of a priest representative of the parish, association officers, the chairs of the permanent committees and a school administrator.