



Mercy Mothers' Club – Executive Board Positions

President

- Facilitates Board meetings and ensures club's objectives are met.
- Main conduit between Mercy Principal and Mothers' Club.
- Shares Board Meeting Minutes with Mercy Principal.
- Prepares the agenda for each meeting.
- Leads club meetings.
- Oversees a committee Lead and provides updates to the Board.
- Oversees all club events.

President-Elect

- Shadows President to serve in President role in future.
- Serves in President's role in her absence, resignation, or inability to serve.
- Checks Moms Club mailbox in the reception area and disburses mail as needed on a monthly basis.
- Attends all Board meetings.
- Oversees a committee Lead and provides updates to the Board.

Vice President

- Presides at meetings/events in the absence of the President.
- Assists in planning and coordinating meetings and programs with the President and the Executive Committee.
- Provides data on previous club events to allow the event chair to benefit from past-experiences and suggestions for improvement.
- Provides mentorship to new officers.
- Ensures strong leadership succession by identifying and recruiting new club volunteers and future Board Members.
- Attends all Board meetings.
- Respond to general email inquiries to MC.
- Oversees a committee Lead and provides updates to the Board.

Secretary

- Attends general membership meetings and Board meetings.
- Records the minutes of the meetings of the Executive Board and provides approved general meeting minutes to the Executive Board for review. Final meeting minutes are kept in MMC Gmail Minutes Folder.
- Tracks attendance at meetings.
- Updates and maintains membership roster to include an email list by committee.
- Maintains all records of the club, including transactions, contracts, correspondence, and related documents in corresponding folders within the MMC Gmail Account.
- Turns over the records to the next Secretary to hold this position.
- Participates in Board planning and decisions.
- Assists in Sign-Up Genius and other communications as needed.
- Oversees a committee Lead and provides updates to the Board.

Treasurer

- Works with Business Office to coordinate cash deposits and withdrawals of club activities.
- Works with President to set a financial budget for all Mercy activities.
- Approves (with input of President) any requests for reimbursements for Mercy activities.
- Works with Business Office to ensure it writes checks and makes appropriate deposits into club's account.
- Oversees up-to-date, accurate financial records of the, including all deposits and withdrawals with Treasurer-remote on a shared-drive.
- Ensures vendors are paid for services for MC events.
- Oversees a committee Lead and works with Treasurer-remote to provide updates to the Board prior to meeting

Vice Treasurer

- Works with President to set a financial budget for all Mercy activities.
- Approves (with input of President) any requests for reimbursements for Mercy activities.
- Maintains an accurate ledger and balance sheet in shared document.
- Works with Treasurer-On-Site sending reimbursement and check requests, delivering checks and money to deposit.
- Provides Treasurer's report on monthly basis to the Board and at other times upon request of the Executive Board.

- Separates income/loss reports for each event to the President.
- Attends Board and member meetings/events.
- Notify MMC committee chairs for events that they will need to get cash from the bank to initially fund and reimburse themselves from the cash box.
- Oversees a committee Lead.

Member At Large

- Leads committee chairs by ensuring they have the tools necessary to carry out responsibilities, including helping to choose appropriate dates for events
- Communicates with chairs regarding importance of keeping binders up-to-date; collects binders from chairs, ensures the information is complete and passes the binders on to new chairs to ensure smooth transitions.
- Oversees a committee Lead and provides updates to the Board.

Social Media and Communications

- Leads the weekly updating of approved social media channels for the MMC.
- Works directly with the Board on a monthly communication schedule that promotes MMC and MDC specific events, needs, volunteerism, and parent/guardian specific School events.
- Will work occasionally with the head of Marketing and Communication at Mercy on logo approval and or updates to the Mercy Mothers' Club Page on the school website.
- Works with the Board on any literature or images that need to be updated on behalf of Mothers' Club Recruitment.
- Oversees a committee Lead and provides updates to the Board.