

2016-2017 MERCY MOTHER'S CLUB EXECUTIVE BOARD OPPORTUNITIES

Co-Vice Presidents (Two needed for 2016-17) – Co-Vice Presidents will take on the Co-Presidency position (2017-18)-Lisa Flynn Currently holds one of this year's positions and will assist in training the new Co-Vice Presidents.

The duties of the 1st Vice President:

- 1.) The 1st Vice President shall familiarize herself with the duties of the President
- 2.) She may be delegated by the President to attend meetings or conferences.
- 3.) She shall automatically become the nominee for the office of President after her year as 1st Vice President.
- 4.) If the President should be absent, or if the office of the President should become vacant between elections, the 1st Vice President will complete the President's term.

The duties of the 2nd Vice President.

- 1) The 2nd Vice President shall be the liaison and assist with the organization's standing committees.
- 2) If the office of the 1st Vice President should become vacant between elections, the 2nd Vice President will complete the 1st Vice President's term.

Treasurer –2nd (One needed for 2016-17) - Kelly Dixon currently holds this year's position and will be moving up to Treasurer for 2016-17. Kelly will assist in training the new Treasurer-2nd.

Treasurer: The Treasurer shall keep the records that are necessary in order to show receipts, expenditures, and financial condition of the Mother's Club and make reports thereof whenever necessary/requested. She shall deposit all funds in the appropriate bank account and make disbursements as authorized by the Executive Board. The signers on the account are the Treasurer and the Staff Liaison-Principal Witte. Preferably a Sophomore Mom in the year she shadows.

Corresponding Secretary (One needed for 2016-17) - Natalie Ryan-Gluth currently holds this year's position and will be moving up to Recording Secretary. Natalie will assist in training the new Corresponding Secretary.

Corresponding Secretary: (should be familiar with GMAIL and Signup Genius)

The Corresponding Secretary should be responsible for updating the Mother's Club Gmail Account with New Contacts (Classes), Keeping track of the RSVP's when they come in for meetings (when required), emailing that RSVP list to Recording Secretary, handling setting up a "Sign up Genius" when needed and monitoring the responses. Preferable a sophomore or junior Mom in the year she shadows.

PLEASE DIRECT ANY QUESTIONS TO LISA FLYNN OR CURRENT BOARD MEMBERS IN ANY OF THESE POSITIONS. WE ARE EXCITED TO RECEIVE YOUR REQUESTS FOR NOMINATION. PLEASE EMAIL REQUESTS TO flynstones11@gmail.com BY FEBRUARY 20TH. INCLUDE YOUR POSITION OF INTEREST, A BRIEF DESCRIPTION OF YOURSELF AND HOW YOU WOULD ASSIST US IN REPRESENTING MERCY MOTHER'S CLUB. WE LOOK FORWARD TO THE GROWTH OF OUR MOTHER'S CLUB AND CONTINUED SUPPORT TO OUR GIRLS AND THE MERCY ADMINISTRATION FOR 2016/2017!