

Corpus Christi Catholic School Home and School Association

President – One Year Term, Two Year Commitment

The President shall preside at all meetings of the association and the Executive Board; shall appoint special committees; shall be an ex-officio member of all Committees; and shall receive notice of all meetings.

The President shall represent the parent body to the parish, school and school administration and shall act as a liaison between the Principal, Pastor, Parish and parents regarding Home and School ideas, activities and projects.

Specific duties and tasks of the President include but are not limited to:

- In conjunction with the Principal, prepare calendar of events for the fiscal/school year to be submitted to the parish house for printing on the parish calendar.
- Plan quarterly General Association meetings.
- In coordination with the Executive Board, conduct biannual solicitation of interested volunteers in order to appoint volunteers as Chairpersons and Coordinators for committees.
- Train Vice-President for term as President
- Appoint interim officer or committee chair in the event of a vacancy.
- Conduct homeroom parent meeting
- Facilitate meeting to ensure maintenance of instructional Committee binders
- Prepare agenda for Monthly Executive Board Meetings.
- Act as Home and School representative on the Committee responsible for the major fundraising event for the year.
- Engage in coordination of parish functions with other parish organizations as needed.
- Maintain open communication with school administration and Pastor. Meet monthly with principal and meet bi-annually with Pastor or as needed.
- Support all Parish and School events as needed.
- Facilitate and implement new programs
- Address parental inquiries related to the Home and School Association.
- Manage miscellaneous questions, concerns and issues brought forth by parents.

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Vice-President – One Year Term, Two Year Commitment

The Vice-President shall perform the duties of the President whenever the President is absent or at the request of the President; shall assume the duties of that office until the next election if the office of the President becomes vacant; and shall assume the office of the President after one year of service as Vice-President.

Specific duties and tasks of the Vice-President include but are not limited to:

- In conjunction with the Principal, prepare calendar of events for the fiscal/school year to be submitted to the parish house for printing on the parish calendar.
- Work closely with, and assist, the President as needed in order to carry out the objectives of the Association.
- In coordination with the Executive Board, conduct annual solicitation of interested volunteers in order to appoint volunteers as Chairpersons and Coordinators for Committees.
- Function as a resource for the Coordinators.

Secretary – Two Year Term

The Secretary shall keep a minute book showing a true and accurate record of all meetings of this association and of the Executive Board.

Specific duties and tasks of the Secretary include but are not limited to:

- Keep minutes of all Executive Board Meetings and post a condensed version on School website.
- In coordination with the Executive Board, conduct annual solicitation of interested volunteers in order to appoint volunteers as Chairpersons and Coordinators for Committees.
- Collect and Record dues for Assistant Treasurer.
- Provide information to parish website and communicate Home and School events to school and parish newsletters as needed.

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Treasurer – Two Year Term

The 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 three members of the association.

Specific duties and tasks of the Treasurer include but are not limited to:

- Maintain income and expense reports.
- Handle reimbursements for Hot Lunch expenses, including Bingo Kitchen payments.
- Handle reimbursements for school activity expenses.
- Pay monthly bills
- Act as Chairperson of the Bank Committee for the major fundraiser.
- In coordination with the Executive Board, conduct annual solicitation of interested volunteers in order to appoint volunteers as Chairpersons and Coordinators for Committees.
- The outgoing Treasurer will complete and distribute a report of the past fiscal year to be placed in the August Envelope.

Assistant Treasurer – One Year Term

The Assistant Treasurer shall work closely with and assist the Treasurer in order to carry out the specific duties of the Treasury. The Assistant Treasurer will serve a one-year term.

Specific duties and tasks of the Assistant Treasurer include but are not limited to:

- Provide cash boxes for school activities.
- Collect all income from school activities (this can be divided with Treasurer during busy times).
- Deposit income from school activities.
- Track cash flow in and out of the cash boxes.
- Send deposit slips to Treasurer.
- Act as Co-Chairperson of the Bank Committee for the major fundraiser.
- In coordination with the Executive Board, conduct annual solicitation of interested volunteers in order to appoint volunteers as Chairpersons and Coordinators for Committees.