

# 2021-2022 Mothers' Club Executive Board Nominations

## **President:**

- Presides at all meetings of the Mothers' Club
- Appoints committee chairwomen
- Responsible for the organization and coordination of the summer mailing that reaches out to the new parents
- Represents the Mothers' Club at all St. John's official events, as requested

## **Vice-President:**

- Attends monthly Exec Board meetings and general meetings
- Shall perform the duties of the president in her absence
- Assists the president as needed
- Responsible for the oversight of all Mothers' Club committees

## **Secretary:**

- Attends monthly Exec Board meetings and general meetings
- Records the minutes of all meetings
- Maintains membership records

## **Treasurer:**

- Attends monthly Exec Board meetings and general meetings
- Prepares all reimbursements and makes all deposits
- Maintains records of all monies received and disbursed by the Mothers' Club
- Prepares monthly financial report

If you would like to be considered for one of the Executive Board positions or would like to nominate someone, please complete the information below. Submit form and/or questions to Pam Kavanagh at [pamkavanagh@Verizon.net](mailto:pamkavanagh@Verizon.net) or call 240-994-3713

**President**

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**Vice President**

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**Secretary**

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**Treasurer**

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