

Long Beach Catholic Regional School Guidelines for the Executive Board Members

President shall:

- Manage and oversee overall objectives and operations of Parents' Club;
- Preside at all General Meetings;
- Create agenda and facilitate at each General Meeting;
- Publish said agenda on Parents Club webpage;
- Create agenda and facilitate for each Executive Board Meeting;
- Follow the Order of Business:
- Oversees all Parents' Club events and activities
- Recruit and appoint all Parents' Club Event and Committee chair people; except the Nomination Committee
- Work with each Committee Chair ensuring that their responsibilities are understood, timelines are met and that they have the resources needed to succeed:
- Be a member, ex-officio, of said committees except the Nominating Committee:
- Contributes to PC webpage and email alerts
- Act as Liaison between school parents and the principal:
- Act as liaison to the School Board and attend School Board meetings.
- The President shall serve a one year term.
- Serving as President is a commitment to service

Vice-President shall:

- Act as an aide to the President and performs the duties of the President in his/her absence;
- Preside at the General Meeting in the event of the absence of the President;
- Maintain close working relationship with members of the Executive board and event chair people;
- Assist in overseeing all Parents' Club events and activities;
- Assist in creating agendas for Executive Board and General Meetings;
- Attend all General Meetings and Executive Board Meetings;
- Present a report at each General Meeting
- Contributes to PC Webpage and email alerts:
- The Vice President shall serve a one year term;
- The vice-president assumes the duties of the president upon the completion of the June election meeting;
- Serving as Vice President is a commitment to service.

Treasurer shall:

- Be responsible for the planning, monitoring and execution of all Parents Club finances including balancing the savings and checking accounts;
- Attend all General Meetings and Executive Board meetings;
- Presents a financial report (written or verbal) at each General Meeting;
- Receive and keep a record of all monies obtained at every General Meeting;
- Receive and keep a record of all monies received and paid out at a Parents Club fundraiser or event;
- Pays bills and monitors expenses:
- Coordinates with school financial secretary;
- Partner with Event Coordinator or individual chair people regarding all financial transactions (events expenses, bills, etc.);
- Provides petty cash and cash box to event chair people when requested;
- Send donor acknowledgement letters when needed;
- Preside at the General Meeting in the event of the absence of both Co-Presidents;
- Serving as Treasurer is a commitment to service.

Recording/Corresponding Secretary shall:

- Attend all General Meetings and Executive Board meetings;
- Record the minutes of all General Meetings and present copies at every meeting;
- Keep a record of attendance at all General Meetings;
- Collect and distribute all Committee records of LBCRS Parents' Club;
- Notify members of all meetings and other LBCRS Parents' Club activities via email;
- Provide a report of minutes via email to the President prior to the next General meeting to be posted on the web page;
- Send correspondence and a thank you when needed;
- The Secretary serves a two year term;
- Serving as Secretary is a commitment to service.

Co-Heads of Class Parents shall:

- Recruit Class Parent Volunteers for each classroom;
- Help organize activities for the students throughout the year;
- Attend all General Meetings;
- Present a report at each General Meeting;
- One of the Co-heads must attend Executive Board meetings;
- Responsible for setting up hospitality at all general meetings utilizing class parents;
- Responsible for providing refreshments (i.e. water, juice, bagels) for the Walk-A-Thon Field Day, Holiday parties, teacher appreciation, Catholic Schools week, etc..
- Establish phone chains when needed;
- Provides information and support to Class Parents on class and school activities throughout the year;
- Oversee Parents Club closet inventory and maintain;
- One co-head will possess a BJ's membership card to shop for items needed for events and activities;
- The Co-heads of class parents is a two year commitment;
- Serving as a Co-head is a commitment to service.

Events Coordinator shall:

- With cooperation of an Events Committee, be responsible for developing new school fundraising activities and events;
- Oversee all existing Parents' Club fundraising activities by assisting event chairs with program organization, planning and execution;
- Events Coordinator (in cooperation with Volunteer chair) will request assistance from Executive Board members and parents to handle specific tasks in order to successfully accomplish proposed events;
- Evaluates overall effectiveness of Parents' Club fundraising efforts and makes suggestions to the Board for program improvements and the addition or removal of specific fundraising programs or events;
- Attend all General Meetings and Executive Board Meetings;
- Present reports at each General Meeting;
- Partner with treasurer to ensure event chair people are prepared;
- The Event Coordinator serves a two year term;
- Serving as Event Coordinator is a commitment to service.

The following positions will be appointed by the Executive Board

Alumni Liaison

- Shall foster a mutually beneficial relationship between the Parents' Club and the Alumni Association;
- Reunite alumni with LBCRS by promoting fundraiser's and events to alumni of the school;
- Attend all General Meetings and Executive Board meetings;
- Report any alumni news to membership;
- Must be an alumnus of the school;
- This is a one year commitment and serves as a commitment to service.

Parish Liaison (St. Ignatius, St. Mary's and Our Lady of the Miraculous Medal).

- Act as Parish Liaison;
- Attend all General Meetings and Executive Board meetings;
- Present a report at each General Meeting;
- This is a one year commitment and serves as a commitment to service.

Volunteer Chairperson

- Assist Co-Presidents in recruiting volunteers;
- Maintain Commitment to Service lists and distribute to committee chairs as needed;
- Notify parents of their commitment to service;
- Notify parents if they have not fulfilled their commitment to service;
- Coordinate volunteers, provide committee chairs with volunteer lists;
- Attend all General Meetings and Executive Board meetings;
- This is a one year commitment and serves as a commitment to service.

Sunshine Chairperson

- The Sunshine Chairperson shall be responsible for sending appropriate messages to ill or bereaved students/parents or family members;
- Coordinates dinners for those in need;
- Will coordinate carpooling for a family in need;
- The Sunshine Chairperson can create a committee of people to assist (serving on this committee counts as one Parents' Club Service);
- Attend all General Meetings and Executive Board meetings;
- This is a one year commitment and serves as a commitment to service.

Public Relations Chairperson shall:

- Primary role is to Publicize Parents' Club and School events;
- Send press releases to local papers;
- Assist with hanging posters and distributing flyers for school events;
- Assist with email alerts and web page;
- Send announcements to three parish bulletins;
- Attend all General Meetings and Executive Board meetings;
- This is a one year commitment and serves as a commitment to service.

