

St. Anne Home & School Executive Committee
Roles and Responsibilities

President(s) – The President(s) shall preside at all meetings of the Association and the Executive Committee. She/He shall perform all the duties pertaining to the office, shall appoint special committees, shall be an ex-officio member of all committees, and shall receive notice of all meetings. The President(s) shall hold office for a term of one year and until their successor(s) is/are elected. *Time is approximately 20 hours per month.*

President-Elect(s) – The President-Elect(s) shall perform the duties of the President(s) in her/his absence, will observe the President(s) as she/he carries out the position's duties in order to take over the position of President(s) at the end of the President's term or when the office of the President(s) becomes vacant. This is an optional position. The President-Elect(s) shall hold office for a term of one year and until their successor(s) is/are elected. *Time is approximately 8 hours per month.*

Vice-President – The Vice-President shall perform the duties of the President(s) in her/his absence (unless there is a President-Elect(s), shall assume the duties of the office until the next annual election in the office of the President(s) becomes vacant, and shall assist the President(s) and perform such other duties as the President(s) or Executive Committee shall designate. The Vice-President shall hold office for a term of two years and until their successor is elected.

Traditionally the VP has monitored the Cardinal Pride Parents and Room Parents. The VP is a go between for the teachers and the room parents. The VP sends emails monthly to the room parents on things happening in the school. *Time is approximately 4 hours per month.*

Secretary – The Secretary shall keep a minute book of all the general meetings of the Association and of the Executive Committee, handle correspondence, and send meeting notices/agendas. She/He shall perform such other duties as the President(s) or Executive Committee shall designate. The Secretary shall hold office for a term of two years and until their successor is elected.

Traditionally the Secretary takes the meeting minutes at the Home and School meeting and sends them to the President. *Time is approximately 4 hours per month.*

Treasurer – The Treasurer shall receive all dues and other monies, and shall make disbursements only as directed by the Executive Committee and all disbursements must be countersigned by the Principal or Vice Principal. (NOTE: The pastor must be the second registered signature with the bank.) She/He shall make a verbal financial report at each general meeting in addition to a written annual report submitted at year end. The Treasurer shall hold office for a term of two years and until their successor is elected.

Traditionally the treasurer has done all of the above with monthly financial reports. *Time is approximately 15 hours per month.*