

# Co-Op Executive Board - Position Descriptions

## President:

The President shall preside at all meetings, appoint all committees, countersign all checks (greater than \$1,000) issued by the Treasurer, and serve on the Finance Committee. The President is an ex-officio member of all standing committees of the organization and she shall perform such duties as are incumbent upon this office. She shall have the power to create or eliminate committees she deems necessary to promote the welfare of the club.

## President-Elect:

The President-Elect shall assist the President in presiding at meetings, appointing committees, serving on the Finance Committee, and performing duties as are incumbent upon the office of President-Elect. In the absence of the President, the President-Elect shall perform any such duties as President requests.

## Vice-President:

The Vice-President shall assist the President and President-Elect in the performance of designated duties. The Vice-President also is chairman of the Special Events committee.

## Vice-President of Technology:

The Vice-President of Technology is responsible for governing the SCS e-shop and managing the online directory. She coordinates with the Treasurer on all financial matters related to the e-shop and serves as the chairman of the Technology committee.

## Recording Secretary:

The Recording Secretary shall keep minutes of all General Co-Op Club and Board meetings and shall report any correspondence as received by the club, as necessary. She shall keep a record of attendance at all Board meetings, compile and issue a roster for the organization.

## Corresponding Secretary:

The Corresponding Secretary shall compile and issue the school bulletin (Gator Gazette) twice per month, on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

## Treasurer:

The Treasurer shall chair the Finance Committee, may call meetings of the Finance Committee, keep an accurate record of the financial books of the Co-Op Club, pay all bills, present monthly/bi-monthly statements to the President and Board, and issue a report of finances at the final General meeting.

## Treasurer-Elect:

The Treasurer-Elect shall assist the Treasurer in all duties for one year and shall become Treasurer at the end of one term. She is also responsible for coordinating 50/50 raffle, and any other monetary prizes at general Co-Op meetings.

## Registrar:

The Registrar, with the approval of the school administration, shall be coordinator for the Confirmation of Registration held annually. She shall keep a record of attendance at all General Co-Op meetings.

## Parliamentarian:

The Parliamentarian shall assist the membership in abiding by parliamentary procedure at all meetings. She shall provide ballots for voting/election, as needed, at all Co-Op and Board meetings. She shall provide each new member of the Board with a copy (printed or electronic) of the By-Laws by the first meeting and she shall assist the Registrar with attendance records at Co-Op meetings.

## Immediate Past President:

The Immediate Past President is a member of the Finance Committee. If she no longer has children at St. Catherine, is not a parishioner, or serves in another Board position, the President may appoint a representative from the Co-Op Board.