

President: Oversee all committee heads, preside and prepare agenda for all Parent Guild meetings, maintain open communication with Guerin Catholic Principal, Vice President and be the liaison between them, the committee heads and parents. Appoint all chairpersons of committees with approval of President, Vice President and Principal of Guerin Catholic. Recruit and coordinate volunteer efforts to fill board positions and committees. Serve on the Student Life Committee, the School Governing Board, and Parent Guild Finance Committee.

Vice President: Collect the Parent Guild Volunteer forms and create and maintain a spreadsheet of all committees and their members. Maintain the Parent Guild website. Serve as Co-Chair of Parent Guild Nominating Committee and on Parent Guild Finance Committee. Act as an aide to the President of the Parent Guild. Perform all duties of the President in the event of their absence. Become President of Parent Guild the following year. This is a 3-year commitment.

Treasurer: Oversee the budget of the Parent Guild; this includes but may not be limited to organizing reimbursement forms and collecting dues. Serve as Chair of Parent Guild Finance Committee which sets the budget for the following year. Present a report at each board and general meeting.

Assistant Treasurer: Perform the duties of the Treasurer in the absence of Treasurer. Responsibilities include collection of monies from business incentive projects, Parent Guild fundraisers and coordination of Wish List requests. Serve on Parent Guild Finance Committee to help prepare budget. This is a two year commitment as position advances to Treasurer.

Secretary: Take the minutes at all Parent Guild meetings and distribute them to Parent Guild Vice President to be posted on Parent Guild website. Responsible for all correspondence on behalf of the Parent Guild.

Past President: Serve as consultant to the Parent Guild Executive Board and organization as the former President of the Parent Guild. Provide support and advice to the current President. Attend Parent Guild meetings.

COMMITTEES

Advancing the Mission: Support the Institutional Advancement Department with general office tasks, and community events such as Puttin' on the Purple Gala, Alumni Breakfasts & Tailgate, 100 Holes of Golf, the Providence Fund Dinner, This is How We Roll bowling event, Grandparents Breakfast and Mass and Christmas Bazaar.

All Parent Coffee: The committee will be responsible for the planning and organizing of the New Parent Coffee to be held early in the school year. This coffee will involve snack, drinks and a small raffle/door prize.

Appreciation-Meals: This better known as the "food committee". This committee plans and assists in several programs held at GCHS. Meals will be provided for Progress Report Nights, Christmas and Teacher Appreciation lunches, as well as the reception at the National Honor Society Induction ceremony.

Appreciation-Tuesday Treats: The committee will provide treats to staff and faculty each Tuesday.

Campus Ministry: The committee chair will assist the Guerin Campus Ministry Office in providing volunteers, food and other supplies necessary for all grade level spiritual retreats and the January March for Life event. This committee also assists with events that benefit Peyton Manning's Children's Hospital and the Dominican Sisters.

Enrollment (Open House & Hospitality): Assist with Open House for prospective students/families, Prospective Parent Breakfasts, and Tailgate Parties.

Golden Eagle Snack Stand: The committee will be responsible for staffing the Snack Stand from 3pm-4:15pm on school days throughout the year.

Historian: The committee will be in charge of collecting all published articles featuring Guerin Catholic High School. Printed articles might be found in local or national papers. The committee will then put all the articles in a scrapbook to be kept in the school office.

Marketing and Admissions Liaison: This individual interfaces with the Marketing and Admissions departments to coordinate support and volunteers for various events and programs.

Nest Fest: This committee will assist with the set-up, serving and clean-up of a dinner for the "Nest Fest" Retreat which is held for incoming freshmen, transfer students and their parents.

Parent to Parent Network: The committee will provide an educational forum for the entire Guerin Catholic community, responsible to disseminate relevant and timely information facing our teens today such as alcohol and substance abuse, internet safe guards, to name just a few, through guest speakers, website links, literature and seminars. We welcome all suggestions for specific speakers or workshop presenters. Please join us to help provide a safe, positive environment for our Guerin Catholic students and parents.

Prom: The committee will be co-chaired by two senior parents and two junior parents with the junior parents taking over as the senior parents the following year. The responsibilities include helping the junior/senior class with the planning and coordinating all aspects of the Junior/Senior Prom.

Social: Grandparents, Homecoming, Winter Formal This committee provides/schedules volunteers for the Grandparents Breakfast held in the fall. The committee is also in charge of helping the student government with school sponsored social events such as Homecoming and Winter Semi-Formal.

HOMECOMING : Volunteers will help with the following : HOMECOMING AND POWDER PUFF shirt sales and distribution, Obtain snacks, Assist with DANCE décor, DANCE photographer, Obtain tiaras, crowns, sashes and flowers for Homecoming Court, Provide and Direct volunteers to set up, decorate and serve snacks/pizza during the afternoon/evening prior to the Homecoming game.

WINTER SEMI FORMAL : This is the SENIOR CLASS fundraising event to purchase their SENIOR GIFT to the school. The class (leaders) are responsible for ticket sales, décor, set

up and clean up. The Social Committee is only obligated to coordinate volunteers to provide snacks and water.

Trivia Night: The committee is responsible for the planning, organizing and staffing the Parent Guild's largest fundraiser and a very popular event, our Trivia Night!

Used Book/Uniform Sale: The committee is in charge of organizing the Used Book and Uniform Sale to be held in June & July. This will include collecting the uniforms and books and planning the sale.