

St. Genevieve Home & School Officer Duties

President: shall preside at all meetings, give the opening address at the Open House, shall be ex-officio of all committees, shall meet with Principal/Asst. Principal as needed, shall disseminate Home & School constitution to new officers, shall communicate with officers on all purchases/expenses, shall turnover all records to successor within thirty (30) days after leaving office.

Vice President: shall resume the duties of President if President is unable to fulfill/perform duties, assist President with committees as needed, shall lead prayers at all meetings, shall turnover all records to successor within thirty (30) days after leaving office.

Secretary: shall record the minutes of all meetings, submit minutes to officers, write thank you notes, record meeting attendees (for tuition vouchers), create/reword documents/correspondence as needed, shall turnover all records to successor within thirty (30) days after leaving office.

Treasurer: shall receive all money and keep accurate record of money received and expended, shall direct payment of all bills to school bookkeeper, shall present a statement of finances at all meetings and give annual report, shall turnover all records to successor within thirty (30) days after leaving office.