

**Chair – Exec Board/Voting**

Preside over all executive board meetings of the SPA.  
Perform such duties as are incumbent on this office including but not limited to meeting with the principal monthly and be a liaison to faculty and staff.  
Be an ex-officio member of all committees except the Nomination Committee.  
Attend admissions and school-wide events.

**Vice Chair– Exec Board/Voting**

In the absence of the Chair perform all duties of the Chair.  
Perform any necessary duties delegated by the Chair.  
Function as Parliamentarian.  
Assume the role of Chair in the event the Chair resigns.  
Interface with both Development and Admissions Departments; attend meetings, events and coordinate volunteer needs as necessary.

**Secretary– Exec Board/Voting**

Record the minutes at all executive committee meetings of the SPA.  
Facilitate the posting of meeting minutes and budgets after approval by the SPA executive officers.  
Be responsible for the correspondence of the SPA.  
Perform other duties as may be requested by the executive committee.

**Treasurer– Exec Board/Voting**

Prepare an annual budget of expenses to submit to the school President.  
Work with school's Business Office, as needed.  
Keep an accurate record of the receipts and expenditures of the SPA.  
Retain appropriate financial forms as needed for reimbursement requests.  
Prepare financial reports for the SPA Executive Committee.

**Historian– Exec Board/Voting**

Keep a running pictorial and written record of SPA sponsored events. Coordinate with Dir of Communications to maintain records on Website.  
Use these resources for the promotion of SPA involvement.  
Create and manage Name Badges for SPA Board members each year.  
Coordinate with Director of Technology to update SPA emails/passwords/badge codes annually.

**Class Representatives– Exec Board/Voting 1 vote per grade level****General:**

Represent the parents of the students in each grade.

Encourage and facilitate involvement for their grade level.

Perform other duties as requested by the Executive Committee.

Coordinate activities and needs with coordinating faculty sponsor.

Support Development efforts by organizing Grade Level Gatherings and support for fundraising events. (Build The Nest, Soiree Class Basket)

**Specific:**

**Freshman** – Freshman Retreat (Fall), New Student Orientation (Fall), Class Breakfasts Fall & Spring)

**Sophomore** – Sophomore Retreat (Spring), Class Breakfasts (Fall & Spring)

**Junior** – Junior Retreat (1/2 class Fall, ½ Class Spring) Class Breakfasts (Fall & Spring) Help with Baccalaureate Mass/Graduation

**Senior** -Senior Yard Signs (Fall) Senior Retreat (Fall) Senior Signing Day (Spring) Senior Grad Night (Spring)

**COMMITTEES: (non-Voting member)****Spirituality / Rosary (sub Committee)-**

Connect with Directory or Ministry regarding needs for Mass, Adoration, and Imago Christi Dei. Coordinate Daily Rosary for community.

**Social -**

Coordinate and facilitate campus wide events including first day of school student treat and Community Coffee Sessions.

Assist with various campus-wide student-led events including Friendsgiving and International Food Fest.

**Supplies -**

Periodically inventory SPA supplies in teacher lounge and purchase as necessary

**Teacher Appreciation -**

Manage all teacher appreciation events which include but are not limited to monthly teacher birthday treats, kickoff meal, EOY meal, soup lunch, brown bag treat, k-cup drive, Christmas cash drive

**Volunteer Coordinator -**

Build and manage sign up genius for all SPA events

**Uniform Sales -**

Maintain uniform inventory. Work with the business office to confirm receipt of sales. Coordinate uniform resale events as needed. Coordinate with Admissions to hold uniform resale events in conjunction with a few admission events.