



Loyola Guild Board Duties

President

- Preside at all meetings of the Loyola Guild.
- Designate all Advisory Board and Special Committee Chairs.
- Appoint all special committees except the Nominating Committee.
- Serve as an ex-officio member of all committees except the Nominating Committee.
- Keep informed of the activities and policies of Jesuit High School and act as liaison to Jesuit and other organizations directly connected with the school.
- Plan the yearly calendar of events with the Executive Officers.
- Notify the Loyola Guild board members of board meetings.
- Appoint the Freshman Class Parent Representative after the selection of the incoming Freshman class.
- Represent Loyola Guild at Jesuit events.
- Write newsletter message for President/President-Elect.
- Provide training, files, binders, email credentials to the incoming President.
- Handover Dropbox access to incoming President.

President-Elect

- Preside in the absence of the President.
- Acquire knowledge regarding the business and membership of the Loyola Guild to effectively fill the office of President the following year. Assist the President as requested.
- Serve as ex-officio member of all committees except the Nominating Committee.
- Keep informed of the activities and policies of Jesuit High School and other organizations directly connected with the school.
- Designate Advisory Board and Special Committee Chairs prior to the Board of Directors' Installation.
- Preside over the Special Projects Committee as indicated in Article III, Section VI.
- Represent Loyola Guild at Jesuit events.
- Call Marilyn to remind her of meetings.
- Coordinate hospitality for general meetings.

Past President / Parliamentarian

- Act in an advisory capacity in manners relating to parliamentary procedure at all Board of Directors and general meetings.

- Be chair of the Nominating Committee and the Bylaws Committee and follow all procedures set forth in these Constitution/ByLaws in regard to the makeup of committees and timeliness of procedures.
- Appoint a committee to review bylaws and recommend action annually.

Communications

- Responsible for marketing and communication activities to advance the work of Loyola Guild.
- Newsletter Editor.
- Social Media Editor.
- Work with Jesuit High School website editor to maintain the website.
- Preside in the absence of the President and President Elect.
- Prepare updates for JHS Weekly Update newsletter.
- Check Loyola Guild email account regularly and forward emails to board members.
- Change Facebook and Instagram passwords before each school year.
- Provide training, files, binders, email credentials to the incoming Chair.

Recording/Corresponding Secretary

- Keep minutes of all Loyola Guild Executive, General and Board of Directors meetings.
- Distribute the minutes to the Loyola Guild Board of Directors, the JHS President and Principal, the JHS Board of Trustees President, and the JHS Vice President for Advancement.
- Be responsible for all Loyola Guild correspondence
- Arrange for special occasion remembrances as approved by the Board of Directors.
- Arrange for thank you notes, and other correspondence related to CTL sponsorships.
- Provide training, files, binders to the incoming Secretary

Treasurer

- Responsible for all monies paid to the Loyola Guild and shall disburse the same under the direction of the Loyola Guild Board of Directors.
 - Keep an accurate account of all receipts and disbursements and report the same to the Board of Directors.
 - Be responsible for all monies deposited in the name of Loyola Guild in such bank accounts as approved by the Board of Directors.
 - Withdraw monies from said bank accounts as authorized by the Loyola Guild Board of Directors and signed by the President, Treasurer, or other authorized designees. Any expenditure over \$750 requires two authorized signatures.
- Arrange for an annual review of the books.
- Serve as the chair of the Finance Committee which shall prepare an annual budget. Members of the Finance Committee shall be the

President, President Elect, Vice-President for Membership, Vice-President for Marketing & Communication, Recording Secretary, Christmas Tree Lane General Chair, Christmas Tree Lane General Chair-Elect, CTL Treasurer and Treasurer-Elect, LOGO Chair, LOGO Treasurer, and Loyola Guild Bookkeeper.

- Distribute Reimbursement and
- Provide training, files, binders to the incoming Treasurer and/or Treasurer Elect.

Treasurer Elect

- The Treasurer Elect shall assist the Treasurer with all duties to effectively fill this office the following year.

Historian

- Keep an accurate record of Loyola Guild events, publications, printed materials and media articles and preserve these in an ongoing format.
- Ensure photographs of events are taken and stored.
- Create annual Loyola Guild and Christmas Tree Lane keepsake photo books.
- Create an annual video for the Installation Lunch.
- Maintain the past records.
- Provide training, files, binders to the incoming Historian

Calligraphy

- Responsible for creating signage and name badges for Loyola Guild events

MEMBERSHIP

Membership - Recruitment

- Oversee membership activities and coordinate efforts.
- Coordinate volunteer participation in Loyola Guild activities through the Loyola Guild Volunteer Coordinator.
- Arrange for Loyola Guild membership table and presence at all specified Jesuit High events.
- Organize and order membership gifts during summer.
- Enrollment gifts and vendors to be determined by chair.
- Order marketing materials (flyers, postcards, swag).
- Keep marketing materials organized and labeled in the Loyola Guild closet.
- Provide training, files, binders, email credentials to the incoming Chair.

Membership - Database

- Maintain the Loyola Guild database of membership names, phone numbers, email and home addresses.

- Collaborate with Jesuit High School Advancement Administrative Assistant to update membership database. Contact: Alyssa Benjamin (alyssa.benjamin@jesuithighschool.org) She receives the monthly list of new members from the website.
- Work with the Loyola Guild Communications Chair to make sure that our Mailchimp account contacts are updated.
- Change Mailchimp password before each school year.
- Provide training, files, binders to the incoming Chair.

CHRISTMAS TREE LANE

CTL General Co-Chairs

- General Chair of Christmas Tree Lane and appoint a CTL committee from the Loyola Guild membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.
- Present the budgetary requirements to the Loyola Guild Board of Directors for approval prior to the occurrence of any expenditures.
- Provide training, files, binders to the incoming Chair and/or Chair Elect.

CTL General Chair Elect

- Assist the CTL General Chair as requested.
- Acquire knowledge regarding the activities of CTL and the Loyola Guild Board of Directors to effectively fill the office of CTL General Chair the following year.

CTL Past Chair

- Act in an advisory capacity to the current Christmas Tree Lane Chair in order to provide a smooth transition from the previous year's event.

CTL Treasurer

- Be responsible for all monies paid to CTL and shall disburse the same under the direction of the Loyola Guild Board of Directors.
- Keep an accurate account of all receipts and disbursements and report the same to the LG Board of Directors.
- Be responsible for all monies deposited in the name of CTL in such bank accounts as approved by the LG Board of Directors.
- Withdraw monies from said bank accounts as authorized by the LG Board of Directors and signed by the CTL Chair, CTL Treasurer, or authorized designees. Any expenditures over \$750.00 require two authorized signatures.
- Provide a monthly written report to the LG Board of Directors.
- Arrange for an annual review of the books.

- Provide an annual budget plan to the LG Finance Committee in accordance with LG budgeting meetings.
- Provide training, files, and binders to the incoming Treasurer.

EVENTS

Mother Son Dance

- General Chair of the Mother Son Dance and appoint a committee from the Loyola Guild membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.
- Present the budgetary requirements to the Loyola Guild Board of Directors for approval prior to the occurrence of any expenditures.
- Provide training, files, binders to the incoming Chair.

Grad Night

- General Chair of Grad Night and appoint a committee from the Loyola Guild membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.
- Present the budgetary requirements to the Loyola Guild Board of Directors for approval prior to the occurrence of any expenditures.
- Provide training, files, binders to the incoming Chair.

Holiday Membership Event

- General Chair of the Holiday Membership Event and appoint a committee from the Loyola Guild membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.
- Present the budgetary requirements to the Loyola Guild Board of Directors for approval prior to the occurrence of any expenditures.
- Provide training, files, binders to the incoming Chair.

Freshman Overnight Retreat - BINDER AVAILABLE

- General Chair of the Freshman Overnight Retreat and appoint a committee from the Loyola Guild membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.
- Present the budgetary requirements to the Loyola Guild Board of Directors for approval prior to the occurrence of any expenditures.
- Provide training, files, binders to the incoming Chair.

Freshman Transfer Coffee

- General Chair of the Freshman Transfer Coffee and appoint a committee from the Loyola Guild membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.
- Present the budgetary requirements to the Loyola Guild Board of Directors for approval prior to the occurrence of any expenditures.
- Provide training, files, binders to the incoming Chair.

Parent Son Masses & Receptions - BINDER AVAILABLE

- General Chair of the Parent Son Masses and Receptions and appoint a committee from the Loyola Guild membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.
- Present the budgetary requirements to the Loyola Guild Board of Directors for approval prior to the occurrence of any expenditures.
- Provide training, files, binders to the incoming Chair.

Hospitality

- Encourage Loyola Guild members to become acquainted at the meetings.
- Provide refreshments at regular Board of Director meetings
- Provide training, files, binders to the incoming Chair.

MARAUDERS COVE

Logo Chair

General Chair of LOGO and appoint a LOGO committee from the Loyola Guild Membership. All committee chairs shall be current members of the Loyola Guild with all membership dues having been paid prior to installation.

- Present the budgetary requirements to the Loyola Guild Board of Directors for approval.
- Assure all purchases are in keeping with the JHS approved dress code.
- Arrange for The Cove to be open at all specified Jesuit and Loyola Guild events.
- Provide training, files, binders to the incoming Chair and/or Chair Elect.

Logo Treasurer

- Responsible for all monies paid to LOGO/JHS and shall disburse the same under the direction of the Loyola Guild Board of Directors.
 - Keep an accurate account of all receipts and disbursements and report the same to the LG Board of Directors.

- responsible for all monies deposited in the name of LOGO in such bank accounts as approved by the LG Board of Directors.
- Withdraw monies from said bank accounts as authorized by the LG Board of Directors and signed by the LOGO Chair, LOGO Treasurer, or authorized designees. Any expenditure over \$750.00 requires two authorized signatures.
- Provide a monthly written report at the LG Board of Directors meetings.
- Arrange for an annual review of the books.
- Provide an annual budget plan to the LG Finance Committee in accordance with LG budgeting meetings.
- Provide training, files, binders to the incoming Chair.

Cove Store Manager

- Responsible for keeping The Cove open during normal store hours.

Cashier Coordinator

- Responsible for coordinating cashier activities for Loyola Guild events.
- Provide training, files, binders to the incoming Coordinator.

CLASS REPRESENTATIVES

Alumni Representative

- Liaison between Loyola Guild and their respective alumni parents.
- Promote and encourage participation in Loyola Guild activities.

Senior Class Representative

- Liaison between Loyola Guild and their respective class parents.
- Promote and encourage participation in Loyola Guild activities.
- Provide training, files, binders to the incoming Rep.
- Assist school with Extra Graduation Ticket Distribution Process

Junior Class Representative

- Liaison between Loyola Guild and their respective class parents.
- Promote and encourage participation in Loyola Guild activities.
- Provide training, files, binders to the incoming Rep.

Sophomore Class Representative

- Liaison between Loyola Guild and their respective class parents.
- Promote and encourage participation in Loyola Guild activities.
- Provide training, files, binders to the incoming Rep.

Freshman Class Representative

- Liaison between Loyola Guild and the freshman class parents.

- Promote and encourage freshman parent participation in Loyola Guild activities.
- Provide training, files, binders to the incoming Rep.

VOLUNTEERS

Special Projects

- Under the direction of the President, coordinate Loyola Guild support for specified events.
- Assist with retreat planning and preparation.
- Provide training, files, binders to the incoming Chair.

Volunteer Coordinator

- Responsible for setting up online volunteer registration for events and providing reports to chairs, as needed.
- Provide training, files, binders, email credentials to the incoming Coordinator.

Properties/Supply/Asset Management

- Responsible for the storage of Loyola Guild possessions.
- Obtain additional supplies as needed.
- Organize the closet.
- Maintain an inventory of Loyola Guild properties.
- Maintain a check-in and check-out list for the closet.
- Provide training, files, binders to the incoming Chair.

Carpool Coordinator

- Coordinate carpool list and distribute to parents.