



## Parent Board Positions 2011 - 2012

<b>SGMHS POSITIONS</b>	<b>DESCRIPTION</b>	
Pastor		Fr. Steve
Principal		Jamie Collins
President		Elisa Perez
First Vice-President	<ol style="list-style-type: none"> <li>1. Preside over meetings when the President is not in attendance.</li> <li>2. To seek chairpersons to coordinate activities</li> <li>3. Take over President duties if President can't perform duties</li> </ol>	Carolyn Mattazaro
Second Vice-President	<ol style="list-style-type: none"> <li>1. Act as liaison for the President, Principal &amp; fundraiser chairpersons</li> <li>2. To coordinate fundraising activities with each event chairperson</li> <li>3. To step in as the event chairperson if chairperson can't perform duties</li> <li>4. Provide status reports re: events if Event Chairperson can't attend board meetings</li> </ol>	Maria Ramirez
Third Vice-President	<ol style="list-style-type: none"> <li>1. To coordinate ticket sales of fundraisers</li> <li>2. Liaison with all committee chairpersons re: tickets &amp; # of attendees</li> <li>3. Present rpts to Board expected # of attendees at each event</li> </ol>	Tammy Torres Alicia Carrera
Third Vice-President (Spanish Speaking Liaison)	<ol style="list-style-type: none"> <li>1. Translate materials into Spanish</li> <li>2. Ask Principal before all General Meetings to get a dialogue of materials to be presented in Spanish</li> </ol>	Sylvia Villapando
Corresponding Secretary	<ol style="list-style-type: none"> <li>1. To carry out Board communications</li> <li>2. Notify Board members re: board meetings</li> <li>3. Send cards of congrats, sympathy, etc to the Mission community</li> </ol>	Melinda Garcia-Castaneda
Recording Secretary	Record, type up & distribute meeting minutes to Board members, etc.	Sylvia Villapando
Publicity Chairperson	<ol style="list-style-type: none"> <li>1. Contact local media, schools &amp; parishes re: upcoming fundraisers &amp; events</li> <li>2. Help with flyers</li> <li>3. Create materials to send to outside agencies</li> <li>4. Provide info &amp; materials from the Board to school personnel</li> </ol>	Maria Ramirez
Treasurer	<ol style="list-style-type: none"> <li>1. To act as the liaison between the Business Mgr &amp; the Board</li> <li>2. To provide Treasurer's Rpt during monthly Board meetings</li> </ol>	Gala Perez
Hospitality Chairperson	To act as the liaison between the school and the Board on school events, provide volunteers & assist in coordinating refreshments	Lorena Solis, Melinda Castaneda