



Brophy Mothers' Guild 2010-2011 Executive Board and Committee Chair Nominating Form

Thank you for offering to take on a leadership role in the Guild. Before you indicate your interest, please note:

- 1) Due to time commitments involved, Executive Board members may not serve as committee chairs;
- 2) Committees generally have 2 co-chairs.
- 3) All committee chairs are selected each year, except for committees with rollover chairs (asterisked below). These committees may need only 1 additional chair.
- 4) There may be multiple nominations for any chair, and therefore there are no selection guarantees.

Name: _____ **Phone#** _____

E-mail: _____

Son's name(s) and Graduating Year(s) _____

Position(s) held this year in the Guild _____

Committee(s) you served on this year _____ - _____

Would you be interested in serving on the *Brophy Mothers' Guild Executive Board*?

(Please circle office or offices of interest)

1st VP 2nd VP Corresponding Secretary Recording Secretary Assistant Treasurer

Please indicate below your interest in chairing a committee for next year:

- | | |
|--|---------------------------------------|
| Alumni Moms* | Mom Prom |
| Book Club | Mother /Son Communion Breakfast |
| BCP/Xavier Liaison | Mothers' Guild Retreats * |
| Car Pooling | New Student Sponsors * |
| Chapel Care | Nominating * |
| Communications (e-news, emails, etc.) | Parent Information |
| DayTripper | Parent / Staff Christmas Dinner Dance |
| 8 th Grade Information Socials* | Parliamentarian |
| Freshman Get-Acquainted Parties * | Prayer Group |
| Freshman Retreat | Prayer Services |
| Hiking Club | Project Graduation |
| Historian Photography | Prom Coordinator |
| Historian Scrapbook | Senior Moms |
| Historian Video | Staff Appreciation |
| Hospitality | Student Activities Coordinator |
| Iron Chef | Technology (website, documents) |
| Luncheons | 12 Days of Christmas |
| NHS/SHS/Key Club College Reception | Volunteer Coordinator |

Please fill out and return this form by **JANUARY 11, 2010**, to: Cinda Stone via email: stonecjt@cox.net or mail to: 4569 East Lafayette Blvd, Phoenix, AZ 85018

1st VP: Shall be President-Elect. In charge of recruiting members and keeping records of memberships and dues. In the absence of the President, she performs the duties of the President.

2nd VP: Acts as social liaison with the Brophy administration. Works on hospitality events like the Brophy Open House, the Baccalaureate mass for graduating seniors, Installation Ceremony, etc.

Corresponding Secretary: Sends correspondence as the President or the Executive Board directs like get well cards, Mass cards, etc.

Recording Secretary: Records minutes of all meetings of the Executive Board and the Guild and oversee proper distribution of such minutes.

Assistant Treasurer: Works with the Treasurer to manage the funds of the Guild. Assists the Treasurer in the budget process and will be the Treasurer-Elect.

Book Club: Meets monthly at a central location to discuss books that have been pre-selected for reading.

Chapel Care: Cleans and decorates the Brophy Chapel. Generally meets once per month.

DayTripper: Plans an all day field trip for current and alumni Brophy moms.

8th Grade Information Socials: Works on getting the word out to prospective students about Brophy. Volunteers also assist with socials and provide dessert.

Freshman Retreat - Assists with preparation and set up of parent table at the freshman retreat. Buys/bakes bagels/muffins and fruit for the parents on Saturday morning and the young men on Sunday morning.

Historians (Photographer, Video & Scrapbook): Helps with taking and gathering photos of the Guild's events and activities; creates the year end video and compiles a special scrapbook for the President and Guild.

Hospitality: Organizes the meal, decorates the tables and greets the guests at the monthly Mothers' Guild meetings.

Iron Chef: Helps plan and organize a dinner competition and wine pairing event that is held at Brophy.

Luncheons: Organizes the New Parent Pot Luck in September, the Christmas luncheon, and a spring event.

Mom Prom: Plans and organizes a fun and casual dinner/dance for juniors and seniors and their mothers.

Mother/ Son Communion Breakfast: Plans and organizes a special morning for moms and their sons to enjoy mass and breakfast together.

NHS/SHS/Key Club/College Receptions: Provides refreshments for the induction ceremonies for each of these organizations. This committee also provides refreshments for college representatives on college fair night.

Parent Information: Plans 3-4 family directed presentations that are relevant and of important to the Brophy community.

Parent/ Faculty-Staff Christmas Dinner Dance: Plans and organizes annual dinner dance in December.

Prayer Services: Plans an Advent and a Lenten Service in the Brophy Chapel for moms and alumni moms.

Project Grad: Plans and executes fun & games for the night of graduation where all the graduates enjoy an evening in a safe and festive atmosphere.

Prom Coordinator: Helps plan and organize the prom for Brophy/Xavier.

Senior Moms: Plans 3 treat days for the Senior Boys during the school year and 3 or 4 social get-togethers for Senior Moms. Volunteers must be Moms of senior boys to participate.

Staff Appreciation: Provides a monthly breakfast for the Brophy staff in the staff lounge to say "Thank you".

Student Activities: Helps coordinate and assist with "Friday Night Lights", Casino Night, and other student organized events.

12 Days of Christmas: Provides Christmas gifts and snacks for the month of December to all Brophy faculty and staff.