**Midland Aggie Moms Officers/Chairmen List**

**Nominations for Elected offices will be open at the February and April regular meetings. Nominations will be taken from the floor at both meetings and the election will be held after nominations at the April meeting.**

All elected officers and chairmen of standing committees are included in the Executive Board. The Executive Board usually meets each month just prior to the regular Aggie Moms meetings – usually about 5:30 that evening. Additional or special meetings may be called by the President during the year for special circumstances. In between meetings, officers usually stay in contact via email or phone depending on the needs or activities of the club.

**Elected Officers: Each elected position is for one year only, so current officers can run again for the office they currently hold. So, all positions are open for nominations. Typically, the President Elect would automatically succeed to the Presidency, but this year, our President Elect will not be able to assume the President’s position. These are the basic job descriptions of each position.**

President: preside at all regular and executive board monthly meetings; assist with making arrangements for programs of the club; appoint all Standing Committees and Special Committees; act as ex-officio member of all committees

President –Elect: Assists with making arrangement for programs of the club; succeed to the Presidency in the event the elected President is no longer able to fulfill this office; will assume the duties of the President the following year; and may appoint Committees to aid in the duties of this office.

Chairman of Membership: secures from Texas A&M University the names of students from Midland County and surrounding areas noted in the Federation Year Book, solicit membership of Mothers or Guardians of students; keep an up-to-date membership list; give monthly membership report during regular business meetings.

The Secretary/Parliamentarian: keep minutes of General and Executive Board meetings; file all communications, and file all important letters or papers; and maintain current Official Copy of the Bylaws and provide current copy to the Federation; will maintain all files in electronic format and stored in designated electronic storage service provided through the Federation and accessible to all officers.

The Treasurer: collect all dues; take charge of all money; keep account of all money through appropriate bookkeeping procedures; render monthly and annual reports of receipts; expend money for Club as instructed; and complete appropriate Federation required Treasurers’ reports.

**Standing and Special Committees: These positions are appointed by the President and according to our Bylaws a person can serve as Chairman for 2 consecutive years and then another person will be appointed. So, let Jorjann know if you are interested in serving in one of these roles for next year. These could even be Co-Chairmen if 2 people would like to manage one of these jobs together. This has been the case this year for Communications.**

**Chairman of Communications/Publicity/Historian**: responsible for notifying members of meeting and other information, function as administrator of and maintain the club website and social media accounts and post all pertinent club information; be alert to any community opportunity in which our Club could cooperate and make recommendations to the Club concerning participation; be alert to take advantage of any opportunity through the media to publicize activities and projects of the Club; be responsible for downloading pictures and scrapbook related materials to the club website and social media accounts , and may appoint committees to aid in duties of the office.

**Chairman of Hospitality:** responsible for coordinating meeting places and refreshments at meetings; be responsible for planning and coordinating all social events; and may appoint committees to aid in the duties of this office.

**Chairman of Goody Bags**: responsible for planning and purchasing items to include in the student goody bags; secure a location and tables to stuff the goody bags; coordinate members to provide homemade goodies and to help with putting the bags together; coordinate Moms to deliver goody bags to College Station; secure location on campus at Texas A&M to deliver goody bags to students. Goody Bags charges should cover the cost of the items included in the bag and may be considered a fundraiser for the club, and as such, chairman is responsible for ensuring this.

**Chairman of Spring Gift Cards :** responsible for coordinating making cards including providing card making supplies for the regular meeting at which cards will be made; and obtaining gift cards to mail to current students in the Spring, such as for Valentine’s Day or other appropriate time; and may appoint committees to aid in duties of the office.

**Audit Committee** shall be appointed by the President and shall consist of 3 members from the membership. Outgoing and Incoming Treasurers and any other appropriate Executive board members shall attend the audit, not as elected members but as consultants. An audit of the books shall be completed at a meeting held prior to the first regular meeting of the school year.

**Inspiration Chairman**: give the invocation at all meetings.