



#### The President

Requirements for Office: Must be a Catholic member of Sacred Heart of Jesus Catholic Church

#### Duties:

- Preside at all meetings and be an ex-officio member of all committees except the Nominating Committee.
- Confirm chairladies of all committees.
- Hold a Board Meeting on the first Monday of each month and a General Meeting on the second Monday of each month.
  - Prepare monthly Agendas for Board and General meetings and send to participants.
  - After approval of minutes, make sure they are posted on the LOSH website.
- President to notify The Building Supervisor/Head Custodian of the setup and number expected at the LOSH Board and General meetings.
- Attend Parish Life bi-monthly meetings or send a representative in her absence; prepare a synopsis of LOSH activities for meeting.
- Over the summer months, update website with the help of Mike Miller and/or the LOSH Communications Chair with programs for upcoming year, photos, posting of minutes (monthly).
- Ensure the LOSH member booklet and New Member brochure is prepared for distribution in September.
- Work with the church office to publish all LOSH activities on the Church calendar in August.
- Meet with Father periodically throughout the year to update him on LOSH activities.
- Prepare for the Sacred Heart of Jesus celebration in June on behalf of Parish Life.
- Ensure all programs run smoothly each month.
- Publish e-blasts through Gmail account as needed.
- In January, name members to the Nominating Committee; past president is chair of committee; slate to be given to Board at March meeting; voting in April; installation of new officers in May
- In February, the Funds Distribution Committee shall be formed. The chairlady and committee members at large shall be appointed by the President. In addition, the Financial Reporter or Treasurer shall serve as a committee member.
- In February, setup the Going the Extra Mile Award Committee with the Vice-President as chair. Directions for other committee members are on the nomination form online.
- Over the summer or earlier, name members to the Budget Committee. The Committee consists of current Treasurer who is chairlady of committee. Members shall include President, past-president, one previous Treasurer and one member at large. Budget for the annual year shall be presented to the board and general membership at the September board and general meetings.
- Liaison to the Men's Club and Knights of Columbus.

*Updated 1-2024*