

**SACRED HEART CATHEDRAL SCHOOL**  
**HOME AND SCHOOL ASSOCIATION**  
**Executive Board Officer Nomination Form**

2017-18

Please print out this form, fill out your nominations, and drop it off in the front office. The deadline for nominations is May 12, 2017.

**Vice President/President Elect:** This position is a 3-year commitment (Vice President 1 yr., President 1 yr., Past President 1 yr.). The Vice President attends all H&SA Board Meetings (1 monthly), all general meetings, and committee meetings as needed and scheduled. The Vice President is a non-voting member of the Advisory School Board and must attend all meetings (once monthly, evenings). The Vice President acts as a liaison between the H&SA and the Advisory School Board. The Vice President works directly with the President and other H&SA Board members on all projects and committees. The Vice President also fills in for the President in the President's absence.

**NOMINATION:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Treasurer:** This position is a 3-year commitment. The Treasurer must attend all Home & School Association meetings as stated above. Oversee the Home & School Association bank account and record receipts and expenditures. Serve as liaison to the Auction committee and manage accounts for the auction. Prepare financial reports for the monthly Home & School Association meetings. Other duties include: serve as an ex-officio member of all fund raising committees and prepare fundraising reports. The first year will be a training period with the current Treasurer. The third year will serve as a training period for the incoming Treasurer.

**NOMINATION:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Auction:** This is our school's largest annual fundraiser and a festive night with food and entertainment for adults. Proceeds from the live and silent auctions provide monetary support for all non-budget improvements and curriculum enrichment for the school. The school has used these proceeds in the past for purchasing enough chromebooks for each middle school student.

**Auction Chair:**

This position oversees the organizational process of the dinner and auction, which includes venue and food selection and entertainment. The auction chair also provides leadership for the sub-committees, such as live auction, silent auction, decoration, invitations, and thank you notes.

**NOMINATION:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Auction Co-Chair:**

This position provides support for the auction chair and divides the organizational responsibilities with him/her.

**NOMINATION:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Live Auction Chair:**

This position is responsible for collecting items for the live auction, which are auctioned by an auctioneer at the event. In the past years, there have been anywhere from 5-10 packages ranging from beach/mountain getaways to UT football experiences and special events with the priests, just to name a few.

**NOMINATION:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Live Auction Co-Chair:**

This position provides support for the live auction chair and divides responsibilities with him/her.

**NOMINATION:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Silent Auction Chair:**

This position is responsible for forming a committee that will assist with collecting a variety of items for the silent auction. An important part of this volunteer opportunity is implementing the online software that allows for online bidding before and during the auction.

**NOMINATION:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Silent Auction Co-Chair:**

This position provides support for the silent auction chair and the committee and shares responsibilities with them.

**NOMINATION:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**You may and are encouraged to nominate yourself.  
Deadline for nominations: Monday, May 8, 2017**

**Question? Contact a current H&SA Officer:**

- Paige Goodale, President: (865)384-6408
- Zsuzsi Zadori Roth, Vice-President: (865) 621-1719
- Lynne Farmer, Past President: (865)384-4797
- Stephanie Guyotte, Secretary/President Elect: (214)682-5470
- Donna Muir, Treasurer: (865)207-3304