

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

2019-2020

President: This position is a 2-year commitment (President 1 yr., Past President 1 yr.). The President attends all H&SA Board Meetings (1 monthly), all general meetings, and committee meetings as needed and scheduled. The President works directly with other H&SA Board members on all projects and committees.

NOMINATION: _____ **Phone #:** _____

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 #:** _____

Secretary: This position is a 2-year commitment. The Secretary must attend all Home & School Association meetings as stated above. The Secretary records and sends the duties include posting the agendas and minutes for all meetings, conduct the correspondence of the association and maintaining files of reports, records, and correspondence.

NOMINATION: _____ **Phone #:** _____

Auction Nomination Form

2019-2020

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: Friday, April 12, 2019**

Question? Contact a current H&SA Officer:

Paige Goodale

Kelly Gibson

Rachael Norris