



Guadalupe Home & School Club

President

General Duties:

- The president's role on the executive board is to provide leadership, direction and accountability to the community regarding GHSC. The president provides oversight to all GHSC sponsored events, the GHSC budget, and parent volunteers.
- Fields feedback from the community on new and existing programs - takes action as needed
- Advocates for transparent allocation of GHSC funds, ensures strategic alignment with GHSC Mission Statement
- Sets fundraising goals for the school year based on budget needs
- The president sets the agendas and leads all GHSC meetings
- Along with the Vice President, the President helps recruit Board members and committee/event chairs
- Works closely with school administration to ensure community needs are met - meets with the Principal on a regular cadence
- Takes the lead to set up a meeting with existing and new Treasurers and President and Vice President at bank to ensure all officers who need to be added to account or who need to sign checks are given proper access
- Attends and serves as a representative at the District's Parent Leadership Council Meetings and reports on GHSC activities
- Schedule and lead Budget meeting with the GHSC board members and any other officers/committee chairs
- Works closely with Principal and School Secretary, along with GHSC Board and Committee Chairs to set the GHSC event calendar for the school year
- Champions and provides guidance for any new programs or events
- Ensures a strong board presence at all GHSC sponsored events, including community events, fundraisers and monthly Principal coffees