

## OVERVIEW OF LADIES SOCIETY JOB DESCRIPTIONS

**Note: Quotes from the St. Pius X Ladies Society Bylaws, in bold, may not be suspended or amended without amending the St. Pius X Ladies Society Bylaws.**

PRESIDENT:

***The President shall preside at all meetings and be an ex-officio member of all commissions/committees except the nominating committee. She shall perform other duties as pertaining to her office. (Article IV; Sec B; No. 1)***

Oversees Ladies Society functions and needs.  
Coordinates Board activities and special events.  
Supervises event preparation, progression and completion. Serves as liaison for the ladies of the parish and parish needs and services.

VICE-PRESIDENT:

***The Vice President in the absence of the President, shall assume the duties of the President.***

***Coordinates the monthly guest speakers and hostess/co-hostess tea. She shall perform other duties as pertaining to her office. (Article IV; Sec B; No. 2)***

Keeps the membership informed of Circle activities and events as well as notices of activities within the community. Encourages Ladies Society enrollment and participation. Proposes chairpersons as needed for special functions. Hosts the Hostess/Co-hostess Tea.

SECRETARY:

***The Secretary's duties shall include the minutes, circle packets and the Martha Jo Kerr Award. She shall perform other duties as pertaining to her office. (Article IV; Sec B; No. 3)***

Keeps the minutes of each Board meeting and General meeting. The minutes of the General meeting shall be distributed in the following month's Circle packets. Prepared Circle packets each month with pertinent information from parish organizations.

TREASURER:

***The Treasurer's duties shall include the finances, and the monthly raffle. She shall perform other duties as pertaining to her office. (Article IV; Sec B; No. 4)***

Handles all Ladies Society funds and issues checks as required for expenses incurred by the Ladies Society. Prepares a monthly statement of expenses

and deposits for General meetings and Circle packets. Any financial questions regarding bank statements or transactions shall be referred to the SPX Parish financial office.

ALTAR COMMITTEE:

***Baptismal robes, cleaning and oiling of pews, weekly church cleaning and other duties that may be required or assigned.(Article VII; Sec B; No. 1)***  
Coordinates the upkeep of the church. Updates church cleaning volunteer lists and solicits volunteers as necessary. Keeps the inventory of cleaning supplies updated. Organizes the annual oiling of the pews. Coordinates and assigns funeral sacristans as needed. Coordinates the Poinsettia and Easter Lily donations as required.

CHURCH COMMISSION:

***Church Women United, Monthly Prayer, Notice of Retreats, and other duties that may be required or assigned.(Article VII; Sec B; No 2)***  
Encourages family involvement in the Offertory procession, Lectors, Extraordinary Ministers of the Eucharist, Catechists, and other SPC community service opportunities. Organizes special Ladies Society Liturgies, including, but not limited to:  
The Living Rosary  
The Christ Child Mass  
The Installation Mass for New Officers.

COMMUNITY/FAMILY AFFAIRS: ***Coordinates monthly charity donations and other duties that may be required or assigned.(Article VII; Sec B; No 3)***

Coordinates Ladies Society response to the needs of the charitable organizations the parish serves. Organizes items for the Charity Raffles at the General meetings, including, but not limited to:  
Madonna Raffle  
Deanery Raffle  
SPX Ladies Society Raffle  
Coordinates the activities of the Ladies Society with the parish family. Proposes chairpersons for special functions. Relates Natural Family Planning news, Pro-Life issues or other events affecting the family.

EDUCATION COMMITTEE:

***Liaison between Parochial School, CCD, PTO, and SPX Alumni Association and other duties that may be required or assigned.(Article VII; Sec B; No 4)***

Assists with Parochial School, CCD, PTO and Alumni Association in ways determined by consultation with the CCD director, SPX School principal, PTO Board and SPX Alumni Association representative.

DEANERY REPRESENTATIVE: ***Attend Deanery meetings, report to Board and General Meetings, Alms and Works of Peace, and other duties that may be required or assigned. (Article VII; Sec B; No 5)***

Represents the St. Pius Ladies Society at the monthly Deanery meeting. Brings back all pertinent information as to Diocesan goals and needs to share with the ladies at the General meeting so that the Society can contribute to the support of the Deanery efforts. Distributes and Collects Christmas goodie bags. Orders and coordinates baby caps and material.

ORGANIZATIONAL COMMITTEE: ***Coordinates setup/cleanup for Monthly Meetings, Communion Breakfast, Receptions, Hostess/Co-Hostess Tea, and other duties that may be required or assigned. (Article VII; Sec B; No 6)***

Oversees the preparation for each General meeting. Contacts the host Circles regarding menu suggestions and number of dishes needed. Organizes set-up and any desired decorations. Provides paper items and eating utensils as needed through the Ladies Society. Coordinates special events such as the annual Christmas Party, Fashion Show, etc. with the Board.

BUDGET COMMITTEE: ***Coordinates, with the cooperation of the Treasurer, the formulation of an annual budget for the Ladies Society and other duties that may be required or assigned. (Article VII; Sec B; No 7)***

The Budget Committee shall be composed of the Treasurer and a member appointed by the President with approval of the Executive Committee. The proposed budget shall be presented to the Board of Directors at the August Board meeting and adopted at the September Board meeting. (See: St. Pius X Ladies Society Standing Rules)