

*Descriptions for the Volunteer Handbook:*

*President:*

The President shall preside at all meetings. He/she shall appoint special committees and their chairman. He/she shall be an ex-officio member of all committees except the nominating committee and shall receive the report of all committee chairmen.

*Volunteer Coordinator:*

The Volunteer Coordinator shall secure volunteers for all fundraising and parish events. He/she shall appoint sub committees and their chairman.

*Publicity Coordinator:*

The Publicity Coordinator shall advertise the proper and timely notification of the membership and the community about the date and program of meetings and other activities through various media.