

Pope PTO Chair/Co-Chair Responsibilities

Thank you for volunteering as a Chair/Co-Chair for Pope PTO. We appreciate all our volunteers and look forward to working as a team to make these events/committees a success. Below is a list of your responsibilities. We ask for you to read them over and sign below stating that you acknowledge your responsibilities as a chair/co-chair.

- Schedule and plan meetings with your committee.
- Maintain weekly communication with your assigned VP.
- Must make sure all committee members adhere to the event budget, and manage all receipts and documentation needed for reimbursement.
- Any correspondence being distributed to Pope parents and/or the community needs to be proofed by your assigned VP and the VP of Communications.
- Chair/Co-Chair must BCC their assigned VP on e-mails.
- Delegate event responsibilities to committee members.
- Must turn in all receipts & donation paperwork to treasurer no later than 1 week post event.
- Chair/Co-Chair must maintain all meeting notes, ideas, templates and expense sheet for their committee. All the mentioned items will be gathered and organized into an event binder(s). These binders will then be passed on to the next chair/co chair.
- Chairs of events/fundraisers must be present the day of their event/fundraiser. If the Chair can't be present he/she must coordinate with Co-Chair to be there on their behalf.
- Publicize event to Pope Families and/or the community.
- Conduct a post event meeting re-cap with your assigned VP. Also Follow up with committee members to discuss events success and areas needing improvement.
- Chairs/Co-Chairs must be respectful of people's privacy. When sending out emails, it is important to use the blind carbon copy feature.

Chair/Co-Chair Signature: _____ **Date:** _____

Assigned Committee: _____