

Pope PTO Chair/Co-Chair Responsibilities

Thank you for volunteering as a Chair/Co-Chair for Pope PTO. We appreciate all of our volunteers and look forward to working as a team to make these events/committees a success. Pope PTO has an amazing, diverse, and dynamic group of volunteers and this body of people are the pulse of the Pope PTO Organization. It would not be possible to execute so many events and fulfill so many needs for the school if it were not for our volunteers. Pope Elementary is a very high performing school – and our parents deliver the same – with a very high performing parent organization. Thank you!

Please familiarize yourself with the responsibilities listed below and reach out to the VP of your committee, the VP of Volunteers, or the President if you have any questions or concerns.

Committee Management

- Schedule a kick-off meeting with the VP of your committee and work with the VP of Communications to communicate the kick-off date/location.
- Schedule and plan meetings with your committee.
- Be transparent with your committee on budget, decisions, deadlines, and next steps.
- Delegate event responsibilities to committee members (they signed up because they want to help).
- Maintain all meeting notes, ideas, templates, and expense sheets for the committee (will be included in the committee binder to be passed on to the next chair/co-chair).
- Be present the day of the event, or coordinate with your co-chair to be there on your behalf.
- Top 3 skills of a great committee chair: Communicate, communicate, and delegate! 😊

Communication

- Per bylaws, your VP and the PTO President are de facto members of each committee and must be copied (or BCCd) on all emails and invited to all meetings.
- Maintain weekly communication with your assigned VP (at any time that your committee is active).

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- Any correspondence or coordination that is needed with school administration should be communicated via your assigned VP, including copy requests, meeting requests, etc...
 - Any correspondence being distributed to Pope parents and/or the community must be proofed by your assigned VP and the VP of Communications. Once flyers have been printed, group flyers by number of students in each classroom and distribute to teachers' boxes, including Life Skills class.
 - Communicate with your committee through the provided PTO tool (AtoZConnect - training can be provided). This ensures consistency across all committees (i.e. BCC, tracking, reusability, current list of committee members, etc...).
 - Publicize the event to Pope families and/or the community (as appropriate).
 - Reach your audience in multiple ways: Facebook, email, Remind, Teacher/Principal/HRC Newsletters, and printed flyers.

Budget

- Ensure all committee members adhere to the event budget.
- Manage all receipts and documentation needed for reimbursement.
- Turn in all receipts & donation paperwork to Treasurer in a timely manner.

Resources

- Request all school logistics and resources no later than the 10th of the month BEFORE your event (i.e. lights, janitors, security, A/C, etc...).
- Most committees have supplies and documents from past years – just ask!

Event Wrap-Up

- Follow up with committee members after the event to discuss the event's success and areas needing improvement.
 - Organize paperwork/binder with helpful information you have collected during your tenure to be passed on to the next person. Always leave things a little better than you found them!
 - Conduct a post-event meeting recap with your assigned VP so they can get your feedback and collect paperwork/binder for the next year.
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