

PO Chair Description- Min 40 Hours*

- Liaison between parents and school administration
- Plan, attend and lead monthly PO meetings (second Tuesday of the month).
- Point of contact with Principal (meet monthly with Principal and OLG Office Staff)
- Develop annual budget in conjunction with Vice-Chair, Treasurer, Fundraising Chairs and Principal.
- Develop an annual PO event calendar with OLG staff, Parish Staff and PO Event Chairs.
- Regularly check-in/review current volunteer chairs (listed below) to ensure they're keeping up with their duties (can split this duty with vice-chair, as needed)
- Manage PO Table at School Supply Drop Off, Curriculum Night(s), New Parent Night, Light Up the Night, Loop the Lupe
- Work with Parish Office to coordinate Loop the Lupe volunteers from school (final job of the PO Chair in June)
- Attend every PO Event during school year (Vice Chair can fill in, when needed)
- Create Special Project for the year to lead/work on with the PO (approval needed by principal or vice-principal). Ideas: clean-up PO Google Drive folders, add a new/different fundraiser, start a teacher-PO liaison program, etc

*This position may require additional hours, you will be required to log additional hours via the school portal.

Treasurer Description - Min 25 Hours*

- Attend Monthly Meetings (second Tuesday of the Month).
- Develop Annual Budget in conjunction with Chair, Vice-Chair, Fundraising Chairs & Principal.
- Manage PO budget and finances.
- Pick-up checks weekly at the school to deposit in the bank account.
- Works with the Parish staff to get Greater Giving reports monthly from Michelle Scheving to organize, record and reconcile the budget.
- Create & present monthly budget reports at the PO meetings.

*This position may require additional hours, you will be required to log additional hours via the school portal.