

OLGC Parent Volunteer Committee Officers

The OLGC Parent Volunteer Committee (PVC) consists of all parents and legal guardians of children enrolled at OLGC Parish School. The PVC directs and coordinates parental support to the School through activities, social functions, and fundraisers. The administrative body of the PVC is the Executive Board, consisting of four officers: a President, Vice President, Secretary and Treasurer.

The Mission of the Parent Volunteer Committee is to enhance the educational, spiritual and social well-being of our OLGC students, staff and families. Through annual evaluation and volunteer support at point of need, the PVC provides supplies, technology, building/grounds improvements and recreational/social events that support the mission of OLGC school.

Being a member of the PVC Board is a great way to become involved, meet new people, share your talents, and make a difference in the lives of our children. Nomination information for positions open each year is communicated early in the calendar year through the Family Folders and in the Pipeline. For more information, please contact any of the PVC Officers.

President (Term: 1 year following serving as Vice President for 1 year)

Responsibilities include, but are not limited to:

- Planning and attending monthly (daytime) meetings with the Principal (August through May)
- Planning and attending two PVC General Meetings (Fall and Spring)
- Coordinating monthly agenda for Board and General Meetings
- Coordinating First Day of School reception
- Publishing updates in the weekly Pipeline on a regular basis
- Evaluating open committee chair positions and ensuring all positions are filled
- Co-signing all checks on a weekly basis
- Assisting committee chairs when new programs/fundraisers are initiated
- Supporting needs of committee chairs/co-chairs throughout the year
- Attending monthly School Advisory Committee meetings and reporting PVC updates
- Coordinating the fundraising calendar for the following school year
- Assisting with preparation and generation of PVC correspondence for school families
- Assisting with special projects as assigned by the Principal or PVC Board

Vice President (Term: 1 year as Vice President, then 1 year as President)

Responsibilities include, but are not limited to:

- Attending monthly (daytime) meetings with the Principal (August through May)
- Attending two PVC General Meetings (Fall and Spring)
- Maintaining DOVES volunteer hours record keeping and distributing reports to families
- Assuming the role of President the following year
- Coordinating a year-end committee chair thank you party
- Coordinating last day of school year ice-cream social
- Acting as a liaison to the Wine Event committee
- Sending thank you notes to chairs
- Co-signing checks in the absence of the President
- Coordinating development of the year-end parent survey.
- Performing the functions of the President in the case of absence
- Attending New Parent Meeting in the spring and presenting on PVC and DOVES
- Assisting with preparation and generation of PVC correspondence for school families
- Assisting with special projects as assigned by the Principal or PVC Board

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Treasurer (Term: 2 years)

Responsibilities include, but are not limited to:

- Attending monthly (daytime) meetings with the Principal (August through May)
- Attending two PVC General Meetings (Fall and Spring)
- Managing all PVC financial account aspects, including account deposits and general bookkeeping
- Maintaining a balanced account
- Maintaining a collaborative working relationship with the Parish Business Manager and Parish Bookkeeper
- Coordinating the tuition credit program with PVC Secretary
- Receiving all monies
- Making disbursements on a bi-weekly basis, countersigned by the Principal and President or Vice President
- Reporting financial status at each General and Board meeting
- Preparing written financial status to all families twice per year
- Preparing annual budget in Fall with Principal and Executive Board
- Assisting with preparation and generation of PVC correspondence for school families
- Assisting with special projects as assigned by the Principal or PVC Board

Secretary (Term: 2 years)

Responsibilities include, but are not limited to:

- Attending monthly (daytime) meetings with the Principal (August through May)
- Attending two PVC General Meetings (Fall and Spring)
- Coordinating the creation of a parent information packet to be distributed to all school families at the beginning of the school year through either paper or web-based data collection. Includes updating documents, purchasing materials, updating web-based survey tools, copying paper-based packet information and coordinating collation of packet information for items including:
 - Emergency contact, Tuition Credit Designation, School Fusion and Hot Lunch information
 - DOVES information
 - Fundraising opportunities
 - PVC Volunteer Sign Up and Committee Descriptions
- Managing volunteer sign-up data and distributing volunteer lists to committee chairpersons
- Recording meeting minutes for General Meetings and taking notes of actions at monthly meetings
- Preparing and generating any necessary PVC correspondence for school families
- Coordinating Tuition Credit Program with PVC Treasurer including tracking of tuition credit by family and generating final documentation for front office in March/April to be included in tuition letters.
- Soliciting interest of current year chairs in continuing their role for the following year
- Preparing and distributing year-end survey results to all families
- Ensuring up-to-date documents are posted on the PVC page of the School Fusion website
- Assisting with special projects as assigned by the Principal or PVC Board

Executive Board members may be asked to attend other school events and meetings throughout the year, including but not limited to, the First Day of School Reception and the annual Open House.