

Job Description



Chairperson: Silent Auction

Working closely with last year's Chairperson, has the ultimate responsibility for creating and executing a successful auction event. The Chairperson's responsibilities include but are not limited to: (1) managing other Auction Coordinators; (2) serve as liaison to the PTO board and St. Rita Administration; (3) manages the Auction budget; and (4) designates and ensures deadlines are met.