

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	Welcome Back Picnic
Past Chair/Co- Chairs:	Beth Galusha, Nicole Cox, Angelina Pound
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	1 meeting in June to delegate roles, 1-2 meetings first 2 weeks of September
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	Approximately 5-10 hours for each committee member.
Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)	All school staff and families are invited to attend the picnic. Office staff and school custodial staff
Job Description:	A team of people needs to be in charge of the picnic so that roles and responsibilities can be divided. Meetings, organization and advertising for Fall Back-to-School picnic are completed by this team of volunteers.
Outline or Schedule of Duties/Responsibilities:	June -initial meeting-delegate responsibilities -reserve DJ, vendors -fill out forms to reserve playground space August -Flyer in back to school folder September -poster in front lobby -schedule volunteers for night of picnic. -discuss layout of playground with janitors. - plan for indoor event in case of bad weather.
Supplies Needed:	To be determined at meeting