

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	Super Sale Representative(s) [There are no committee members per se].
Past Chair/Co- Chairs:	Katja Stevens/Angie Beckman and Lori Manzella
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	September and October
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	A few minutes each week communicating with Park Rd. Particulars editor, attend first two PTSA meetings if before the Super Sale, and 2-3 weeks of time at home e-mailing and calling volunteers.
Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)	District Super Sale Committee
Job Description:	Liaison between the school and district Super Sale committee. Responsible for informing school community of the Super Sale (via newsletter, PTSA meetings).
Outline or Schedule of Duties/Responsibilities:	September – attend PTSA meeting, attend district Super Sale Rep meeting, keep school updated, and contact volunteers. Early October – attend PTSA meeting, keep school informed, and submit sign-ups to district Super Sale Volunteer Coordinator(s). Attend one district Super Sale Rep meeting. Spend 2-3 weeks at home e-mailing & calling to request volunteers.
Supplies Needed:	E-mail access and phone.