

## PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

<b>Committee Name:</b>	Yearbook
<b>Past Chair/Co- Chairs:</b>	Kelly McCarthy, Megan Lucey
<b>Timeframe for Activity(s):</b> <b>(Ex: Fall, Ongoing, March, etc.)</b>	September through June
<b>Time Commitment:</b> <b>(Ex. 5hrs/week, 10hrs/onth, etc.)</b>	
<b>Other Personnel Involved:</b> <b>(Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.</b>	Student council, school picture committee chair
<b>Job Description:</b>	Organize, design, create yearbook, sell in February and distribute in June.
<b>Outline or Schedule of Duties/Responsibilities:</b>	Develop - 4 sub committees for the yearbook, 1)point person(s) for photo collection and upload to site, 2)yearbook cover design contest, 3)form a fifth grade yearbook committee, 4)send order forms and sell yearbooks, 5)label & distribute yearbooks
<b>Supplies Needed:</b>	Camera, software, etc.