

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	5 th Grade transition
Past Chair/Co- Chairs:	Current Chair: Tracey Morrell Past chair: Beth Galusha
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	Planning for a few months prior to events: Barker Road Fun night (April) 5 th grade graduation (June)
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	A couple of hours a week, outside of the events themselves.
Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)	There will be a planning committee of about 5 people and then a broader group of committed volunteers for chaperoning and staffing the events.
Job Description:	The primary purpose is to plan and run the end of year event for the 5 th graders. In addition we support the Barker Rd fun night.
Outline or Schedule of Duties/Responsibilities:	<ul style="list-style-type: none"> • Organizing the celebration, food, games and volunteers, DJ etc. • Collecting contributions from parents for food etc. • Getting the fifth grade ‘memento’ • Providing assistance and chaperones for the Barker Rd fun night. • Providing Park Rd Particulars with timely updates.
Supplies Needed:	