

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION 2011

Committee Name:	School Pictures
Past Chair/Co- Chairs:	Kelly McCarthy (3 rd Year)
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	1 Full Day in Oct. ½ Day in Nov. or Dec. (make up day)
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	3 – 4 Hours Total; Other than being there on Picture Day and Picture Make-Up Day
Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)	Carla Boerman – Staff Secretary gets the Teacher Schedule for Picture Day.
Job Description:	See Below
Outline or Schedule of Duties/Responsibilities:	<p>September – Recruit Volunteers and Set the schedule. Send confirmed Volunteer Schedule to Volunteers and Week of Send reminder and schedule to Carla.</p> <p>Requirements: Recruit at least 12 people to help with Picture Day in 6 Time Slots. All shifts are about 1 hour commitment. Set the Schedule for the day and work with Carla to set the Teachers schedule. Be at school most of the day on Picture Day. Make sure there is an absentee student list for the volunteers to complete on Picture Day.</p> <p>On day before Make-up Day e-mail the teachers to let them know the students from their class that need to have their picture taken. The Chair and 1 volunteer are needed on Make-up day to make sure all photos are taken. This is a ½ day commitment</p>
Supplies Needed:	None