

Descriptions of Yearbook Committee Positions

2015-2016

Yearbook Committee Chair

- Oversees the general operations of the yearbook to make sure everything is going as planned.
- Attends PTA meetings
- Coordinates/communicates with volunteers/subcommittees
- Main contact with Irvin Simon Photographers and Pictavo
- Meetings for volunteers
- Coordinates voting for yearbook theme
- Provides feedback to SubCommittees
- Limited to 2 years of services

Yearbook Committee Vice-Chair

- Assists Chair with above activities
- Attends PTA meetings (the Chair and Vice-Chair can take turns)
- Helps with recruitment of volunteers
- Will become Committee Chair the following year

**It would be helpful if the Committee Chairs and Vice-Chairs also held one of the positions below so that they were familiar with the production process.

Marketing/Sales SubCommittee Chair

- Create flyers to be sent home for ordering yearbooks
- Posting posters to advertise yearbooks
- Collecting, recording, proofing yearbook sales
- Submission of payments to PTA Treasurer
- Coordinates with Yearbook Club on how students can help with marketing/sales (i.e. Morning announcements, newsletters, etc.)

Photography SubCommittee Chair

- Ensures that important events are documented with photos throughout the year
- Coordinates with grade representatives that there are volunteers to help take photos
- Helps spread the word on how to submit photos
- Selects final photography
- Works with school to ensure that any children who can not appear in the yearbook are removed
- Coordinates with Yearbook Club on photography

Writing/Editing Subcommittee Chair

- Provides content for yearbook
- Helps to populate content for yearbook (i.e. captions, 5th grade favorites)
- Coordinates with Yearbook Club feedback on content

Design Subcommittee Chair

- Implements layout
- Coordinates with Yearbook Club on their feedback on design

Proofreaders

- Helps to proofread yearbook including names, nicknames, etc

Grade Representatives (K-5)

- Provides highlights/content from their grade for the yearbook
- Assists with making sure photos for their grade are provide to the Photography Subcommittee Chair
- Communicates with Classroom Parents

Yearbook Club Coordinator

- Scheduling and works with TRECC on club sessions
- Communicates with parents about sessions
- Attends club sessions
- Communicates with Yearbook volunteers
- Coordinates 5th grade favorites and superlatives

Yearbook Club Co-Coordinator

- Attends club sessions
- Communicates with Yearbook volunteers
- Coordinates 5th grade favorites and superlatives
- Will become the Coordinator for the following year

Yearbook Club - Sessions on Photography

- Provides 2 sessions on Photography

Yearbook Club - Sessions on Design

- Provides 2 sessions on Layout/Design

Yearbook Club - Sessions on Writing

- Provides 2 sessions on Writing/Editing