

## PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

<b>Committee Name:</b>	Book Exchange
<b>Past Chair/Co- Chairs:</b>	Cory Naugle
<b>Timeframe for Activity(s):</b> (Ex: Fall, Ongoing, March, etc.)	March or April
<b>Time Commitment:</b> (Ex. 5hrs/week, 10hrs/month, etc.)	7-10 hrs /year
<b>Other Personnel Involved:</b>	Secretary, Carla Boerman, classroom teachers
<b>Job Description:</b>	Organize volunteers, collect books, organize books, help students on the day of the exchange, over see the donation of extra books to a city school.
<b>Outline or Schedule of Duties/Responsibilities:</b>	One week in March or April- Collection of books for 3 days in the am. Take books home to organize into grade levels & bring them back the day of the exchange to display for students to pick out their new books. Transporting the donated books to the city school.
<b>Supplies Needed:</b>	Paper & pen to record donations, LOTS of boxes and/or crates! 2-3 tables to display books on the day of the exchange.