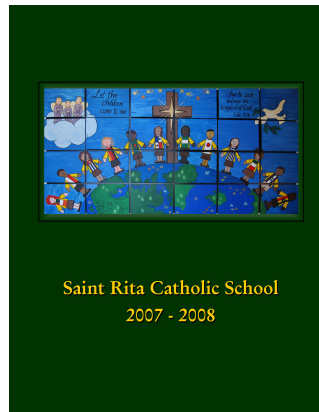


Job Description



Chairperson: School Yearbook

- Chairperson is responsible for the production of the school annual yearbook.
- Coordinate and complete the content plan, layout, photography, artwork and copy.
- Communicate with publisher to confirm pricing, production schedule, and delivery date.
- Communicate with the school portrait company to ensure photos of faculty, staff, and class members are available for use.
- Coordinate with school office on advertisement of yearbook and payment collection and publisher invoices.
- Facilitate final review of yearbook with school principal prior to submission for publishing.
- Engage with the lead teacher for middle school in first week of the school year to coordinate level student involvement.
- Enable students to participate in the process and enjoy ownership and enrichment opportunities as part of the process.
- Seek interested volunteers to assist. Guidance, materials, and process detail from the previous Chairperson available.