

**Fall Carnival Co-Chair-** This event happens at the beginning of the school year. We currently have a co-chair for this event that is looking for someone to help her. The event takes place at the school in the month of October. There are games for the children, a haunted house, snacks being sold in the cafeteria and a cake walk in the library.

**Membership/Directory Co-Chair** – This is a board position where there are monthly mandatory meetings. The membership chair is in charge of the membership drive which happens throughout the year, but with the majority of the work done in September/October. The chair is responsible for putting out the membership/directory form at the beginning of the year and sending out reminders as needed. He/she then collects the membership forms, deposits the money, enters the membership information in the computer and then enters the information for the directory. The membership chair also distributes the directory to the students who purchase them.

**Yearbook Chair-** This is an ongoing process throughout the school year. Parents, teachers & staff take pictures during the year. The committee chair for this would be responsible for submitting the pictures to the yearbook company in a timely fashion and also responsible for ordering the yearbooks for the students who purchase them at the end of the year.