**Cider Mill PTA Job Description**

Library Book Fair Chairperson

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| Outgoing |  |  |
| 2017-18 | Eillen AllersSarah McCallMelissa Pennucci | eileen.allers@mac.comsarahlynnmccall@yahoo.commelpooch@gmail.com |

**Overview:**

In coordination with the librarians, organize, manage and promote the annual fall Book Fair in November. Profits from the fair benefit the Library. This position is a big time commitment, but very rewarding.

Attend the book fair workshop and meet with librarians and publisher. The book fair chairs handle communication/coordination with Mainstream.

**Advertising:**

Place articles in the Hot Cider newsletter requesting volunteers and promoting the sale. Create and display teacher sign-up sheet by the teacher mailboxes for class visits. Banners and signs are among the items passed down year to year.

**Volunteers:**

Organize a schedule of volunteers to set up, work the sale and to take down the book fair. Train volunteers on cash registers, etc.

Secure the cafeteria and notify the custodial staff for the dates. Arrange for extra tables. Work with Mainstream to determine drop-off/return dates for truck delivery.

Set up, run, and take down book fair. Reorder books as needed throughout the fair.

There should be 2-3 chairs for this event. Rotate so that one chairperson is at the fair all the time should questions arise.

There is a detailed time line that is passed on from year to year by the chairs of the committee. All sign-up sheets, gift certificate forms, posters and sample newsletter articles are passed down in soft and hard copy.

**Ongoing:** Attend all PTA meetings. Give updates as appropriate.

Board Contact Person: PTA president(s)