

Scrapbook/Yearbook Coordinator

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Melissa Vaughn is our coordinator and her picture and profile are coming soon!
Scrapbook/Yearbook Coordinator Job Description:

- Purpose to collect hard-copy pictures for the scrapbook from HEAR families
- Coordinate workshops with other moms to organize a scrapbook that will present some of the history of the HEAR support group over the years
- Use the annual budget to determine monthly spending in order to complete the school year staying within the allotted amount
- Give receipts to the HEAR treasurer for monthly reimbursements
- Make scrapbook available for viewing at the support group meetings, and possibly other HEAR events
- Complete each school years entries before the first HEAR meeting of the next year
- Contact the director with necessary information for HEAR calendar or website and inform them of the scrapbook/yearbook progress
- Send email announcements to the HEAR leaders
- Be aware that this position description may be changing to a yearbook done annually
- Submit a bio and photograph to the website administrator