



Chair

Time commitment – significant the 2 weeks during the fair.

- Responsible for overall coordination and planning 2 book fairs each year
- in charge of scheduling preview times with teachers, set-up, take-down, any before and after-school events, creating signs and flyers, organizing volunteers
- Responsible for knowing the inventory, speaking with Scholastic reps on a daily basis to order restocks, running daily reports
- corresponding with the Treasurer to make sure that fund are available for change