

BOOK FAIR

2 Co-Chairs, committee of 1 Chair, committee of 8-10

Commitment: 2 years

- Work with the vendors to arrange the fair dates and any training that might be required, as well as meets with school administration and PTO chairs.
- Work with committee to establish roles in PR, finance, decorations, and liaising with the vendor and PTO.
- Responsible for setting up and taking down the fair, overseeing the smooth running of the fair, closing it down at night.
- Ensure that teachers and parents know the fair is happening, making it visible and accessible to the school community.
- Meet with committee members several times prior to the fair to ensure everyone is comfortable with their roles.

Time Commitment: Two intense periods of 3-4 days where you have to be at the school a considerable amount of time, these are in the fall and in the spring; a few meetings with the committee prior to the fairs.

Skill Set: A friendly disposition and working well with others is a definite advantage, need to be motivated to get everything ready in time for the fair, an enthusiasm for books and kids is an advantage. Retail experience would be a plus but good training is given, willingness to commit a lot of time to being in school during the fair is a must.