

Volunteer Position:	Yearbook SYC Supervisor (Student Yearbook Committee)	Previous Volunteer in Position:	Jackie Leone
Reports to:	Yearbook Coordinator	Volunteer requirement: Parent	
Report frequency:	monthly at meetings or when needed		

Purpose of the Role: (point form)

- planning, supervision and guidance to Student Yearbook Committee members during their participation of Yearbook activities (photography and page layout)

Background notes of position (brief history of the position/role):

The SYC (student yearbook committee) was formed four years ago with the idea that the yearbook should have more input from the students.

Typically 20 -30 students sign up to take photos, 10-14 see the project through to the final layout of their divisions page

In the past is has been held during lunch hours approximately 12 sessions from spring to the year end

Due to the Privacy Act, students are not allowed to work with photos from home. Photographs taken during school hours are private and must be protected from possibly being shared electronically.

Responsibilities/Expectation of this position:

- Prepare and Post notices for committee formation and ongoing notices as necessary
- Occasionally you may need to put notices to be read over the school PA to remind students of upcoming meetings
- Run scheduled student meetings to allow students time for photography and computer lab work
- schedule time for students to use cameras
- supervise students in computer lab and provide guidance and help when needed.
- Run the Cover contest, post notices around school for contest, and collect entries to be scanned. SYC votes on the cover at the last meeting of the year.
- Depending on software used you may have to export the final page to PDF to pass on to the Layout Volunteer
- This position might work closely with Yearbook Class Rep to complete the final page.
- A Template may provided for continuity throughout the Yearbook pages