

Volunteer Position:	<b>Yearbook Coordinator</b>	Previous Volunteer in Position:	Jackie Leone
Reports to:	BPAC Executive & BPAC	Volunteer requirement: BPAC Member	
Report frequency:	April & May BPAC meetings or when needed		

*Purpose of the Role:* (point form)

- To initiate the process of creating an annual yearbook.
- To ensure that all of the Yearbook Committee positions are filled.
- To be the Yearbook “spokesperson” to the BPAC Executive.

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

*Responsibilities/Expectation of this position:*

- To prepare and distribute via PAC communication methods notices of Committee meetings
- To regularly report to BPAC the progress of the yearbook project as it nears the deadline for printing at the April and/or May BPAC meeting
- To act as a source of information for all the committee volunteers should any questions/issues arise
- To act as a contact person to any of the committees involved in the yearbook production