

## **MEMORY BOOK – COORDINATOR (1 full year position)**

### **General Responsibilities included:**

- The goal is to ensure consistency among memory books
- Arrange for purchase of the supplies at the beginning of the year, after receiving the budget from executive
- Distribute the supplies to the memory book parents
- Provide sample pages to guide the parents with creating their memory book pages
- Set up 3 work bees for the memory book parents throughout the school year (early November, February, & April)
- Answer any questions that arise from the memory book parents
- Ensure that the pages are being completed appropriately and on time

Position amended January 28<sup>th</sup>, 2012