



# Yearbook Business Manager

**Purpose:** Yearbook Manager is responsible for overseeing and coordinating the production of the yearbook so that the yearbook is completed, printed and distributed before the end of the school year.

**Prerequisite/Requirement:** None

## Job Responsibilities

- Coordinate a group of parents who work with children to produce the yearbook.
- Publicize the need for pictures.
- Coordinate the taking of classroom pictures and school-wide picture with the Principal and teachers.
- Set the production schedule.
- Reserve the computer lab for evening and weekend work.
- In the fall, communicate with a publisher to obtain deadlines and prices regarding the publication of the yearbook.
- Submit the final copy of the yearbook by the publisher's deadline and order books.
- Pre-sell yearbooks and deposit money weekly to the yearbook account.
- Pay the publisher's bill by the deadline (usually after the end of the school year).
- Distribute books to classrooms (student names in each book) before the end of the school year.
- Submit hours earned by parents working with students. (Use special project sheet.)

**Financial Responsibility:** Yearbook Account, collect checks and deposit with Treasurer

**Hours recording procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

**Hours earned:** 30

**Reports to:** Principal/Upper Grade VP

**Term:** August to June

**Selection Process:** Appointment: this position will be filled by the PTO Executive Board. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the end of the May General Meeting.

**Term:** August to June

Candidates

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