

BRMS PTSA Volunteer Descriptions 17-18

Committee Name:	Student Directory
Current Chair/Co-Chairs:	Madhavi Dixit
Timeframe for Activity(s): (Ex. Fall, Ongoing, March, Weekly etc...)	Fall
Time Commitment: (Ex. 5 hrs/week, 10 hrs/mo etc...)	About 20hrs from mid Aug to end of Oct
Other Personnel Involved: (Ex. Building Reps, Committee Members, PSCD Staff, District Chairs etc...)	
Job Description:	Maintain the online student directory, collect the current year's student info, validate the teams, print and distribute the directory
Supplies/Skills Needed:	Some computer skills
Additional Notes/Details:	Can be handled by one person