

BOOK FAIR STANDING COMMITTEE (BFSC)

2022/23 VOLUNTEER POSITIONS TO BE FILLED

(Please note, currently no in-person volunteering is permitted as per OCDSB regulations.)

The BFSC operates with a series of Teams. We are hoping that RPPS parents and community members will sign up for these Teams. The only exception being the Accounting Team as all members must be current parents at RPPS.

Many hands make light work and we need everyone's help to keep Book Fair moving forward! We have noted the current composition of each Team so you can see that we need more volunteers to feel these crucial roles!

Please note that attending meetings includes virtual attendance. The Committee is not meeting in person at this time but will continue to offer a virtual option when it does. All time commitments mentioned are to be shared among the whole Team, not each Team member.

BFSC TEAM STRUCTURE AND ROLES

Accounting Team

There is currently one parent volunteer on this Team.

All members of the Accounting Team must be current parents at RPPS (exception being cashiers during the in person book sale) and all transactions must be overseen by the RPPS School Council Treasurer. The time commitment listed below includes time the School Council Treasurer will spend on this Team. An Accounting Team member must be present, in person, during the entire Book Fair in person sale but keep in mind that these duties are to be shared among a Team, and are not meant to be done by one person.

The Accounting Team is responsible for presenting the budget, making payments and managing the Book Fair account, subject to approval by the BFSC. The Accounting Team must prepare the budget for approval by School Council each year and provide a Financial Statement as part of the Book Fair Final Report.

The Accounting Team oversees all monetary transactions during the Book Fair fundraiser and ensures the money is handled and deposited safely.

Time Commitment:

- One Team member must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment in one year to be shared among Team members: 200 hours in person; 200 hours online/flexible

Administration Team

There is currently one parent volunteer on this Team.

The Team's main responsibilities will include taking, distributing and maintaining accurate Minutes of all BFSC general meetings, as well as the recording of any motions introduced or resolutions passed by the BFSC. The Team's role is to report on any administrative functions for the Book Fair fundraiser including (but not limited to) monitoring Book Fair e-mail account, confirming any delivery and pick up dates for Book Fair infrastructure (bookcases, tables, dumpster, etc.), filling out Community Use of School forms, etc.

The Administration Team can be a mix of parents and community members.

Time Commitment:

- One Team member must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment in one year to be shared among Team members: 20 hours in person; 100 hours online/flexible

Volunteer Coordination Team

There are currently no members on this Team.

The Volunteer Coordination Team is responsible for the recruitment, scheduling and all coordination of Book Fair volunteers for all BFSC activities. The Team is also responsible for volunteer recognition including the thank you party, Ravenous Reader Awards and any legacy initiatives including the Book Fair archives.

The Volunteer Coordination Team can be a mix of parents and community members.

Time Commitment:

- One Team member must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment in one year to be shared among Team members: 40 hours in person; 150 hours online/flexible

Communications Team

There are currently no members on this Team.

The Communications Team is responsible for promotion, publicity, media, website, social media and signage.

The Communications Team can be a mix of parents and community members.

This is a crucial Team for the fundraiser. We need people who are good at writing articles and creating messaging for social media. It is extremely important that volunteers on this Team be available to communicate frequently with the BFSC Co-Chairs to stay on schedule for community paper due dates and other time sensitive items.

The BFSC uses MailChimp to communicate with its volunteer list and has a simple WordPress website (rockcliffeparkbookfair.com) that requires frequent (at least monthly) updating. Training will be provided but some knowledge of similar applications, or an aptitude for them, is preferred.

Time Commitment:

- One Team member must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment in one year to be shared among Team members: 40 hours in person; 200 hours online/flexible

Sponsorship Team

There is currently one parent volunteer on this Team.

The Sponsorship Team is responsible for obtaining funds outside the sale of books through corporate and personal sponsorship prior to the start of the Book Fair fundraiser.

The Sponsorship Team can be a mix of parents and community members.

Time Commitment:

- One Team member must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment in one year to be shared among Team members: 20 hours in person; 100 hours online/flexible

Children's Team

There is currently one parent volunteer on this Team.

The Children's Team is responsible for activities that engage RPPS students throughout the school year and managing the Children's book section during the Book Fair fundraiser.

The Children's Team can be a mix of parents and community members.

Time Commitment:

- One Team member must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment in one year to be shared among Team members: 100 hours in person; 100 hours online/flexible

Book Donation Team

There is currently one parent volunteer on this Team.

This Team needs a minimum of 10 volunteers in order to function properly.

The Team can be a mix of parents and community members.

The Book Donation Team is responsible for: locking, unlocking and emptying the book donations bins; large and small book pickups and drop offs; organizing and tidying the book storage rooms; coordination of sort nights; inventory statistics; and, coordinating donations of leftover books after the fundraiser.

Time Commitment:

- One Team member must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment in one year to be shared among Team members: 1000 hours in person; 100 hours online/flexible

Café Team

There are currently no members on this Team.

This Team coordinates the Café activities for the Book Fair fundraiser and Café Du Monde operations during the in person book sale.

The Café Team oversees and/or ensures systems are place for the three phases of the Café: preparation, running the Café, clean up – these include but are not limited to:

- recruit and train suitable Café managers
- overall management of the Café
- prepare shopping lists and plan out daily menus
- estimate the budget for Café supplies and pre-purchase grocery store gift cards to provide to volunteer food shoppers
- plan and schedule the day-to-day operations of the Café, including the rostering of voluntary helpers
- ensure all Café volunteers are familiar with correct food handling and hygiene practices
- maintain an inventory control (receive regular updates from Café managers through their daily stock takes to ensure supplies are in place)

The Café Team can be a mix of parents and community members.

Time Commitment:

- One Team member must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment in one year to be shared among Team members (should an in-person Book Fair take place with both hot and cold food): 200 hours in person; 100 hours online/flexible