

## Social Leads – Job Descriptions

### Social Leads

Be a PTSA Member

Complete PTSA money handling training before event and/or purchasing supplies for event

Complete any necessary Committee Plan of Action Reports to be reviewed at board meetings by the VP of Programs

Send any volunteer needs to the Volunteer Coordinator

Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)

Detailed planning begins 2-3 months before event

Attend committee meetings with Special Project Chair and VP of Programs

Work with Special Project Chair and VP to coordinate event