

## General Board Member

# Communications

Attend all Board and General Meetings.

Attend trainings offered through Region, State, etc as necessary.

Be familiar with WA State PTA Communications Handbook found under Resources on the WA State PTA website.

Assist in identifying activity and committee leads, for those activities under your area of responsibility.

Provide monthly newsletter items to keep membership informed of your area of responsibility.

Complete Committee Plan of Action Forms for any programs, activities or events to be presented at board meetings, preferably one month prior

Ensure each activity chairperson/volunteer is trained for their specific area of responsibility and has whatever resources he/she needs to work effectively.

Provide either written or oral reports/progress updates of all committees at Board and General Meetings as necessary.

Publish a monthly newsletter with pertinent PTSA information and a schedule of events. Create a schedule of deadlines for board to submit newsletter items to editor.

Coordinate copy and distribution of newsletter.

Seek out grants as needed for your area of responsibility.

Maintain and update website at least monthly.

Maintain and update Reader Board weekly.

Maintain and update Bulletin Board at least monthly.

Coordinate copying and distribution of flyers and notices via kidmail weekly.

Maintain and update email database. Coordinate creation and distribution of weekly eflashes.

Create and distribute annual Student Directory no later than November 15<sup>th</sup>.

Seek out ways to communicate PTSA information to non-English speaking families. Coordinate this effort with F.A.C.E chair.

Use Valley View and River Current to advertise as necessary.

Coordinate weekly Kid Mail.

Work with volunteer coordinator to get any necessary volunteers for events

Oversee social media posts on behalf of the board.

Check folder at school at least once a week.

Give VP list of communication volunteers and their contact information after events for thank you cards and end of year celebration.

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training.

Serve as Admin for the Stillwater Elementary PTSA Facebook Page.