

## 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 with president.

Maintain and update website at least monthly.

Maintain and update Reader Board weekly.

Coordinate the 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.

Oversee social media posts on behalf of the board.

Check folder at school at least once a week.

Keep a list of communication volunteers to ensure that the board has a complete list for the end of year volunteer 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.

Apply for the Newsletter/eFlash and Outstanding Website Awards of Excellence (if applicable) through the WA State PTA.

Promote the need for last minute communications volunteers

Utilize thank you cards in the PTSA cabinet to fill out and distribute to volunteers as needed

Enter communication volunteer event/activity needs into MySchoolAnywhere, send volunteer requests through MySchoolAnywhere, post to FB if necessary