

## **F.A.C.E. Leads – Job Descriptions**

### **Moms & Me Lead**

Be a PTSA Member

Attend committee meetings with F.A.C.E. Chair and VP of Events

Complete PTSA money handling training before Moms & Me

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

Plan Moms & Me

Give Moms & Me volunteer needs to Volunteer Coordinator

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

### **Dads & Donuts Lead**

Be a PTSA Member

Attend committee meetings with F.A.C.E. Chair and VP of Events

Complete PTSA money handling training before Moms & Me

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

Plan Dads & Donuts

Give Dads & Donuts volunteer needs to Volunteer Coordinator

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