

## Leadership Chair - Not a Board Position

# Social

Attend all General Meetings.

Attend PTA and the Law, can skip if taken in last 2 years. Attend trainings offered through Region, State, etc as necessary.

Provide monthly newsletter items to keep membership informed of your area of responsibility (ie, upcoming events, event summaries after-the-fact, etc).

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

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

Assist in identifying activity and committee leads to lead all social events.

Ensure each activity chairperson/volunteer is trained for their specific area of responsibility and has whatever resources they need to work effectively (ie, communications procedures, PTSA funds procedures, food handling permits, etc).

Oversee the leads for all social events for the school year.

Check folder at school at least once a week

Secure Back to School BBQ lead for following school year by end of May.

Review logistics of all social events with the president well before anything goes to print.

Send any social media posts on behalf of the PTSA to communications.

Ensure all volunteers working food tables at PTSA events have appropriate food handlers permits.

Provide diagram of gymnasium (or other rooms at Stillwater) to Stillwater head admin at least 1 week before event.

Upload all pertinent documents to OneDrive by June 30th.

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

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

Ask communications to promote the need for last minute Social volunteers on FB

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

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