

Leadership Chair Position

Communications Chair

- Attend SW PTSA 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.
- 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 for 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.
- Send weekly update to Stillwater Elementary Secretary for PTSA items we want included in the school's enews letter.
- Create and distribute annual Student Directory no later than November 15th
- Seek out ways to communicate PTSA information to non-English speaking families.
- Oversee social media posts on behalf of the board.
- Keep a list of communication volunteers and forward to the volunteers lead 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.
- Work with awards lead to apply for the Communications Awards of Excellence (if applicable) through the WA State PTA (i.e. Newsletter & Outstanding Website).