

## Communication Leads – Job Descriptions

### Kidmail Lead

- Be a PTSA Member
- Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)
- Attend committee meetings with Communications Chair
- Coordinate the kidmail sorting at Stillwater Elementary
  - Sort the stack of kidmail into classroom folders
  - Must be done by Tuesday morning at 9 AM each week
  - Create a volunteer calendar
- Send any volunteer needs to the Volunteer Coordinator

### Readerboard Lead

- Be a PTSA Member
- Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)
- Attend committee meetings with Communications Chair
- Coordinate the updating of the outdoor readerboard at Stillwater Elementary
  - Get the readerboard update from Karie at the front office each Friday
  - Use letters in workroom to update readerboard
  - Create a volunteer calendar
- Send any volunteer needs to the Volunteer Coordinator

### Website Lead

- Be a PTSA Member
- Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)
- Attend committee meetings with Communications Chair
- Maintain PTSA website
  - Receive update requests from PTSA leadership team

### Poster Lead

- Be a PTSA Member
- Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)
- Attend committee meetings with Communications Chair
- Send any volunteer needs to the Volunteer Coordinator
- Coordinate the completion of all poster needs at Stillwater
  - Assemble team of poster making volunteers
  - Receive poster needs from the PTSA Leadership Team
  - Send needs out to poster volunteers
  - Once posters are complete, get to Karie at the front office for approval
  - Hang posters up at the school using painters tape only