

## VP Of Communications Job Description

This elected officer is responsible for managing communications from the PTSA to the parents and students. This includes printed materials, electronic (web and email), and other media.

The Communications VP appoints the following positions (subject to board approval):

- Monthly Newsletter Chair
- Facebook, Instagram, and Twitter Chair
- Tandem Calendar Manager
- Webmaster
- Emailing PTA Members via Memberplanet site

### **DIRECT DUTIES**

- Attend monthly board meetings
  - Vote on board issues
- Prepare monthly status report for board meetings
  - Gather status from chairs
  - Submit report to Secretary prior to board meeting
- Budgets and spending
  - Submit funding requests for specific needs throughout the school year
  - Prepare budget estimates at end of term in preparation for next school year
- Recruit volunteers to fill open chair positions

### **DELIVERABLES (VIA APPOINTED CHAIRS)**

- Publish Charger Newsletter monthly (paper, Email, and web)
- Maintain [www.jeffersonpta.org](http://www.jeffersonpta.org) website
- Point-of-contact for getting PTA calendar events up to date and posted on Facebook