

Wakefield Elementary PTA VP-Communications

Objective: To ensure the PTA's work is communicated in a timely and thorough manner.

1. Member of the PTA's Board
 - a. Attend monthly meetings (overlap in June, term runs thru following June)
 1. Provide input on plans, priorities, events, etc
 2. Voting member
 - b. Attend any necessary training
 - c. Attend General PTA meetings
 - d. Become a member of the PTA

2. Responsible for having clear communication systems in place (from Board to WES families) with clear procedures for use (ie, approvals needed, frequency allowed):
 - a. Newsletter
 - b. Website/Facebook/Twitter
 - c. Yearbook
 - d. School message system (phone)
 - e. Bulletin Boards
 - f. Carpool Message Board
 - g. Email (ex: weekly staff updates, weekly parent updates, NC PTA email system)

3. Be the Board's liaison with the designated chairpersons/committees
 - a. Be knowledgeable of each committee / service and their purpose.
 1. Know the chairperson for each activity / event.
 2. Be clear on the expected results
 - b. Provide guidance to the committee chairs
 1. Communicate policies, changes, expectations to chairpersons
 2. Communicate updates, needs, issues, etc to Board
 - c. Initial discussions with each chairperson re. details of the committee:
 1. Timing
 2. Budget
 3. Resources Needed
 4. Administrator Support / Approvals Required
 5. PTA Policies (ex: distribution of printed materials, financial procedures)
 - d. Ongoing updates from chairpersons
 1. Monthly, prior to each Board meeting
 2. More frequent as committee starts and as work progresses
 3. Summary of results when work is completed
 - e. Assist with any barriers or problems as needed
 - f. Provide the proper resources (Board members, etc)

Time Commitment: Approx. 2 hours per week

Committees Typically Include the Following:

Newsletter	Website	Directory	Yearbook
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Check specific "Committee Structure" document for more details.