

# JRES PTA

## Communications Chair Job Description

The Communications Chair would work under the Secretary.

### Communications Chair Duties:

- Must have access to a computer, feel confident posting online, and feel comfortable learning new computer programs
- Help maintain our social media sites (currently Facebook public page and private group)
  - Help monitor posts and requests to join page
  - Help promote all events, fundraisers, spirit nights
- Help keep our website PTBoard &/or Memberhub up to date:
  - Promote all events, fundraisers, spirit nights
  - Send out announcements
  - Keep website calendar up to date
  - Monthly Newsletter
- Attend PTA meetings
- Check email and communicate regularly with board to stay on top of all that is happening within the PTA
- Set up our virtual meetings (zoom or googlemeet) and act as host (letting people in and running things in the background)