

Board Member Volunteer Description
Newsletter/Social Media Chair

Commitment Level:  5 hours weekly

Requirements:

1. Must have access to a computer/laptop and internet access at your residence.
2. Must attend monthly PTSA board meetings typically held the 2nd Monday of each month.
3. Must be knowledgeable (or teachable) regarding web-based applications like MailChimp and desktop applications like Microsoft Publisher.
4. A trustworthy and responsible character. This position comes with password-protected access to various online PTSA accounts.
5. Each board member shall be a member in good standing of the PTSA prior to assuming the roles and responsibilities of the position.

Training:

You will be trained by the PTSA President, PTSA VP, or former newsletter chairperson.

Responsibilities:

1. Work closely with the President, Vice-President, and Webmaster to ensure that accurate, appropriate, and timely information is being shared across all PTSA outlets.
2. Innovate new ways to structure and present information in both printed and electronic form.

If you would like more information on the job, please contact the former chairperson listed below.

Kathy Shireman-King, 206-779-0102, kathysking@gmail.com

Mindy Hales, 206-349-9952, mindynhales@gmail.com