



Hauser PTO Executive Board Position Descriptions

FIRST VICE PRESIDENT – Communications

Time Commitment: 1-3 hrs/Week

- Weekly newsletter.
- Busiest time at the beginning of the year and during big events (Food Drive, Plant Sale, Teacher Appreciation) creating volunteer signups and monetary collections.

Job Description:

- Manage communications for the PTO, including: weekly PTO newsletter, email correspondence, maintain website
- Create and manage online forms/collections, as needed
- Must be comfortable using the computer.

Typical Monthly Responsibilities:

- Attend General Membership and Executive Board Meetings
- Produce a weekly newsletter during the school year
- Monitor and maintain the organization's email account and respond to correspondence in a timely manner
- Create and manage online volunteer sign ups, collections, and forms for PTO events and programs, as needed
- Maintain the organization's website, ensuring information is up to date and relevant

Typical Annual Responsibilities:

- Determine, with executive board, the most appropriate methods and frequency of communicating with members
- Update general information, documents, officers/chairs on the organization's website
- Maintain PTO files on organization's Google Drive
- Update (with approved information from school) and distribute access to an online school directory (excel spreadsheet)

Training and Resources:

- One-on-one with outgoing first vice president
- Past files and training manual