**VP of Communication:**

Primary role is to ensure PTA related news and information is being clearly communicated to Pioneer parents, teachers and staff. The VP of Communication oversees the dissemination of information through various means, such as the Classroom Representatives (class rep.), E-News, School Marquee, Kiosk and the PTA website.

Specific duties include:

E-News/E-Blast

* Work collaboratively with Board and Chairs to publish information, as well as write articles for E-News;
* Use Mailchimp to publish and produce E-News and E-Blast;
* Serve as Editor of E-News (twice monthly publication) and E-Blast (as needed);
* Work with Board and Chairs to set a master deadline for submissions for E-News with consideration of PTA General Meeting public notice requirements;
* Approve information that committee chairs submit for dissemination (BoxTops, school play, holiday wreaths, Book Fair etc.);
* Forward the calendar of deadlines to the office, principal, PTA and all other Pioneer committees.

Pioneer School Directory

* Assist the Directory Committee with making edits, printing and distribution of paper directories;
* Work with school office to maintain the master contact list; and,
* Post information about the Directory in Kiosk, E-news and on the PTA website.

Classroom Representatives

* Work with Class Rep Coordinator to solicit and identify a classroom representative for each classroom; and,
* Forward emails from PTA Board and Chairs to Class Rep. Coordinator for dissemination to class reps.

PTA Website

* Monitor and maintain current information on our Pioneer PTA website by forwarding information to the webmaster.

Other Responsibilities:

* Check the PTA Gmail account for emails daily and forward those emails to the appropriate committee/person;
* Email Marquee Coordinator with important PTA events and school dates to appear on the school marquee;
* Approve any signage/information that is posted in the kiosk;
* Check PTA website to see if information is being updated;
* Ensure that all important school information is available through at least two means of communication; and,
* Work with the Principal and school office staff to communicate school related information or volunteer needs.