

Public Relations VP Responsibilities

- Attend State Convention in May (if possible)
- Submit a PR budget request to President by June 15.
- Attend Monthly Board Meetings
- Collect pictures of students throughout the year for a year end slide show
- Create a monthly newsletter and distribute to parents and staff
- Copy and distribute newsletter, flyers, notes, etc. for PTA activities & events
- Update PTA website
- Help promote all events and help promote the PTA
 - Use social media, school Marquee, Skylert (District phone calling system), etc.
- Update bulletin board as needed (monthly)
 - Take pictures of bulletin board for future reference
- Be the liaison between our school PTA and the media
- Keep copies of any media publicity and notes, etc.
- Complete Activity Summary report for each Activity/Project you are responsible for and give to the Secretary
- Form a committee to help you with these tasks
- Thank the volunteers who help with the activities.
- Report to the President