

LANGAN SCHOOL PTO VOLUNTEER POSITION JOB AGREEMENT

Job Title: Communications Committee Chair

Position summary: The Communications Committee Chair is responsible for outreach – both within the school and staff, as well as to families of students. This may include: making PTO flyers, monthly PTO Newsletters, updating the PTO website section and creating a presence on social media (Langan School Friends and Family Closed FB Group) and providing content related to PTO activities to CFDSNY marketing staff. The Communication Committee Chairperson will also act as the recording secretary.

Essential Duties and Responsibilities:

- The Communications Committee Chair acts as a key contact point between the PTO President/Vice President, parents, school staff, and sometimes the wider community as the chair of the Communications committee.
- The Communications Committee Chair will work with the PTO President, Vice-President and the Center and School administration to set fundraising priorities and plan communication strategy for the school year.
- The Communications Committee Chair will recruit and direct volunteers to participate in communications initiatives undertaken by the PTO. They must delegate appropriate duties to volunteers and oversee all volunteer training.
- The Communications Committee Chair will gather information from the PTO, school administration and Center staff to communicate to Langan School parents and families. This is an essential activity to keep parents informed of PTO activities and initiatives as well as recruit volunteers for events.
- The Communications Committee chair will also act as the recording secretary to take, format, distribute and retain records of all PTO Meeting minutes and agendas.
- Take and edit photos of PTO activities and events to be used on Social Media and for promotional purposes, ensuring that all people in these photos have signed media releases provided by Langan School.
- Evaluate the success of and report the results of all PTO communications initiatives to PTO and school administration.
- Work with school administration and staff to communicate and promote the good work and results of PTO communication initiatives

- Ensure timely response and reply to emails and phone calls from school administration, Center leadership, Langan School staff and fellow PTO members and parents.
- Present a neat and professional appearance while executing PTO duties.