

## Job Description

**Board Position:** School Bulletin Boards (Also Communications Team Member)

### **Brief Summary of Job:**

Responsible for maintaining the HPTA bulletin board(s) at each school.

### **Specific Responsibilities:** (If there are specific timeframes and contacts for an activity, please include them)

- Discuss with VPs and Communications Chair, appropriate and relevant themes to highlight throughout the year.
- Utilize existing materials for bulletin boards in the HPTA closet located in the Middle School first before purchasing new materials. Submit receipts to HPTA Treasurer for reimbursement within one week of expenditure.
- Prior to school year, Communications Chair will send a rough schedule for the bulletin boards. Display welcoming information and calendars on board.
- Communications Chair will email advance copies of all e-flyers to the Bulletin Boards coordinators once a week.
- Maintain Spotlight on Staff program for bulletin board by the main office.
- Highlight town-wide and School HPTA programs and events. Keep bulletin board(s) current, making sure to remove outdated info as soon as possible.
- Attend HPTA School Board meetings.
- Attend HPTA Board meetings, as desired.
- **In May submit to School based VPs a summary of the year's activities for Annual Report and needs for next year's budget.**
- In June meet with incoming replacement to transfer files and knowledge.

### **Key Individuals You Have To Work With:**

- School Based Vice Presidents
- Communications Chair

**Documentation Attached:** (Copies of flyers, forms, articles, etc)

See sample bulletin board schedule attached.

Completed by: Job Description Committee  
Date: December 3, 2009