

## **EEMS PTA Marketing and Communications Committee**

Position Description	Chairperson will coordinate volunteers for monthly PTA newsletter, Facebook page, update and maintenance of website domain/link, and distribution of PTA event flyers to school students and teachers
General Dates Needed	Year round
Volunteers Hours (estimated)	<ul style="list-style-type: none"><li>• Chairperson will coordinate marketing and communication volunteers and assist as needed (3 hours each month year round ~ 36 hours)</li><li>• Committee Volunteers collective hours: 54 hours (See Recommended # of Committee Volunteers below.)</li></ul>
Budget	Budget for paper and printing of flyers and newsletters
Recommended # of Committee Volunteers	3 volunteers to serve throughout the nine months of school about 2 hours each month
Key PTA/Staff Contacts	PTA President, Principal, and Teachers
Additional Info	The timely work of this committee will be the key to attracting, retaining, and growing PTA membership.