



## **VP, Communications**

- *Time Commitment:* Flexible, 4-6 hours per week.
- *Main responsibilities:*
  - Manage communications between the FHMS PTSA board, its members, and FHMS. Provide communications in the following formats:
    - Falcon's Nest Newsletter (monthly)
    - Send news and events to the principal for the Falcon Flyer (weekly)
    - Email updates (weekly)
    - Website Updates (as needed)
    - Facebook and other social media (as needed)
    - Update corkboard next to FHMS front office (as needed)
  - Create content and graphics (Canva or similar web-based software subscription provided)
  - Edit Newsletter
  - Forward submitted *contact us* messages to appropriate board members.
  - Attend monthly board meetings (approximately 2 hours/month)
  - Attend General Membership Meetings (4-5/school year)
  - Attend required training (approximately 2 hours)
  - Training will be provided, as well as templates for newsletters and communications requests
  - For more details on any of the programs, email [communications@fhmsptsa.org](mailto:communications@fhmsptsa.org)