

NEWSLETTER REPRESENTATIVE

(1 full year position - July to June)

- Compile Riverbend Playschool Newsletter every month for distribution to the General membership. Newsletter will include the teachers' and the executive reports as well as a monthly schedule of the Playschool's themes/activities. Executive reports include upcoming dates/events, gentle reminders, thank you's, etc. The teachers will provide you with written information and a schedule for their report. The Cleaning Bee Coordinator will remind members of up-coming cleaning bees and thank members for participation.
- Liaison with the teachers, executive members, Scholastic rep, and cleaning bee coordinator is required. Communicate deadlines to gather newsletter items for input. Additional information may be provided at Executive meetings.
- Forward a copy to the Webmaster in order for the newsletter to be posted on the website. Email newsletter to membership each month. Distribute hard copy of the newsletter to the Playschool population who wish to receive it in that form. (Those without a computer)
- Post one copy on the bulletin board outside the classroom. File extra copies of the newsletter in the Playschool classroom.

General Executive responsibilities include:

- Create or update a manual of essential duties and deadlines for this position. Keep one copy for reference and file one copy in job descriptions file.
- Attend all executive and general meetings.
- Aid in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the school year. If you are unable to assist, you are to arrange for alternative help to take your place.

Position amended February 8, 2007.

Position amended January 21, 2011