

PUBLIC RELATIONS REPRESENTATIVE

(1 full year executive position - July to June)

- Responsible for all Riverbend Cooperative Playschool advertising and publicity.
- Consult with Registrar on an on-going basis regarding openings and ensure appropriate advertising is done. Consult with Treasurer regarding budgeted costs. Use Playschool logo where appropriate.
- Publicize events occurring at the Riverbend Cooperative Playschool through the Riverbend Ragg Times and Terwillegar Tribune, and various school newsletters, (i.e. Brander Gardens, Earl Buxton, George H. Luck, St. Monica, etc).
- Arrange for roadside sign advertising for registration dates.
- File copies of all advertisements and newspaper articles in the "Public Relations and Advertising" file in the filing cabinet.
- Coordinate any charity work the Executive agrees upon such organizing the Angel Tree in December and planning the end of the year party.
- Oversee administration of the playschool Facebook page – ask President for details.

General Executive responsibilities including:

- 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.
- Aide 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 January 31, 2007

Position amended January 21, 2011