

Floris 2017-18 Communications Committee Roles



Website Coordinator is responsible for updating and maintaining the Floris PTA website which is on the Digital PTO platform. Familiarity with website editing is helpful but we use a relatively easy platform for a computer savvy person to learn.

Time required for this position includes posting blogs and updating the calendar two to three times a week. During fall and spring program registrations posting will increase over a one to two-week period.



Social Media Coordinator is responsible for the Floris PTA Facebook and Twitter pages along with its contents. As page administrator, you are constantly monitoring the current events and announcements of the PTA and the school. Duties include promoting events, school milestones, as well as engaging followers with "welcome" notices. The Social Media Coordinator works closely with the Website Coordinator to ensure that items are cross-posted on sites.

Skills needed: strong Facebook and Twitter familiarity and navigation skills. Time required for this position include daily monitoring at the very least. You do not have to post every day, or be tethered to your phone during track out, but as with most social media, engagement with followers is the key to the success of our pages.



Tuesday Flyer Coordinator is responsible for developing and printing flyers as needed for the Tuesday packets. (The PTA provides the paper and the school allows use of a printer for this task.) Works closely with the Communications Secretary to be proactive on flyers needed for upcoming events. Experience with graphics and clip art helpful. Time required for this position is two-to-three hours

weekly to develop a flyer, print at the school and leave copies in the teachers' mailboxes.



Photographer is responsible for collecting candid photos at PTA and school events. Photos should be shared after events with the Communications team for use on the website and social media channels.

If you are interested in one of the roles listed above please contact Janelle Brevard, Floris Communications Secretary at florispta.commsec@gmail.com