



Vice President of Communications

This position is a 2 year Executive Board Position

Job Responsibilities

- Attend and participate in monthly board meetings
- Attend and present at general board meetings
- Assist in all major events
 - Sneak-a-Peak, Tigerfest, Tigerthon, and all major fundraising events
- Train committee chairperson, be a liaison between committee chair people and executive board
- Define a schedule and submission for PawPrint publication
- Update Trinity's TA regarding upcoming event to be posted on outdoor sign
- Update weekly Events via PTO Manager
- Update all PTO Forms
- Keep the Master PTO book updated
- Display Case
- Mail duty 1 time per week
- PawPrint
- Website

Oversee Following Committee Chairs

- Room Parent Coordinator
- Art Coordinator
- Library Coordinator
- Historian

