

Chairperson Duties

- Create monthly agendas
- Set monthly meeting dates
- Lead monthly meetings
- Support volunteers
- Work with principal and secretaries

Secretary Duties

- Record minutes for meetings
- Send minutes and website updates to website coordinator
- Assist in organizing volunteers and events

Treasurer

- Bookkeeping
- Issue checks for purchases & reimbursements
- Provide monthly reports

Promotions Committee

- Coordinate with teachers to take or pickup photo opportunities
- Record above evens and/or achievements
- Notify local papers and/or radio of above events and/or achievements
- Update secretary and/or website coordinator of above events and/or achievements for bulletin board