



Job Description DIRECTORY

Mission: To create a phone & email directory for use by Shoreline PTA Council members.

- Create a phone & email directory for use by Shoreline PTA Council members consisting of each Local Unit's (LU) officers and the following chairs: Membership, Reflections, Family Services, Legislation, Newsletter & Website.
- Work with Council Secretary & Presidents to gather LU phone and email information.
- Confirm information with LU Presidents via email spreadsheet prior to printing.
- Work with Executive Committee on final editing and the number to be printed.
- Take to printer and deliver completed copies to Presidents for distribution.
- Work with VP(s) Communications & Awards to develop a budget and timeline to submit to the board of directors for their approval.
- Document all in-kind donations