



## **Job Description Public Information Officer**

- Attends all board of director meetings and general membership meetings.
  - If able, attends the Region 6 Conferences, Focus Day, and Convention.
  - Is familiar with the WASTATE PTA Bylaws, Council Standing Rules, Council Procedure Manual, budget and programs.
  - Communicates regularly with officers, board of directors and committee chairs.
  - Supports the decisions of the board. This means despite any personal feelings you might have, once the board has voted you are ethically obligated to support that decision. One can go on record as disagreeing with the Board's position, but must still abide by the decision.
  - Maintain confidentiality of the board's session, speak for the board or organization only when authorized to do so.
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- Distributes information to the community regarding Council events. Serves as the Community contact for information on Council programs and events. (Is not the spokesperson for the Council)
  - Works with Board members and committee chairs on new communications needing approval. Presents documents to the BOD for approval.
  - Works with committee chairs to update correspondence, flyers, website pages and documents posted on website.
  - Maintains the Council volunteer list and sends out requests for volunteers on behalf of committees when needed.
  - Supports the Executive Committee and Board communication needs.
  - Maintains a Communications Notebook documenting all approved communications for the Executive Committee, Board of Directors and committee chairs.