

## **NEWSLETTER REPRESENTATIVE**

**(1 full year position - July to June)**

- Compile Riverbend Playschool Newsletter every month for distribution to the General membership. Each newsletter will include an update from the teachers and a monthly schedule of the playschool's activities and upcoming dates/events. It may also include news from the Executive, gentle reminders, seasonal updates (such as parking bans).
- Gather content by liaising with a variety of playschool representatives, including:
  - Teachers, who provide written information and a schedule in advance of each month's newsletter.
  - Members of Executive, who may provide updates to include in each newsletter.
  - Cleaning Bee Coordinator, who will provide the dates of upcoming cleaning bees.
  - Scholastic rep, as required.
- Communicate content submission deadlines for each month's newsletter.
- Provide teachers and Executive with a draft copy of the newsletter to review in advance of distributing to playschool membership.
- Distribute the newsletter to playschool membership electronically via email prior to the first day of class of each month.
- Forward a copy to the Webmaster, who will publish it to the playschool website.
- Post one copy on the bulletin board outside the classroom.

### **General Executive responsibilities include:**

- Create or update a manual of essential duties and deadlines for this position. Keep one copy for reference and file one copy in job descriptions file.
- Attend all executive and general meetings.
- Aid in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the school year. If you are unable to assist, you are to arrange for alternative help to take your place.
- Be available to playschool families and potential incoming families to answer any questions they may have about the school, or direct them to the appropriate executive member or teacher.

Position amended February 8, 2007

Position amended January 21, 2011

Position amended November 5, 2014

Position reviewed April 2016