

Webmaster

Activity: Manage and update the PTO webpage.

people needed: only the chair person

Job description (chair):

- Solicit PTO for information.
- Perform major update of the webpage at the beginning of the school year.
- Attend monthly PTO meetings to keep-up with PTO happenings.
- Work with PTO President, Secretary, Reporter, and committee chairs to disseminate as much information as possible via the webpage.
- Update the webpage weekly (or as information arrives). This typically involved editing the calendar on the homepage and posting eventflyers, agenda, and minutes.

Time commitment (chair): 8-16 hrs at beginning of the year. 30-60 min/week thereafter.