

# Rock Ridge PTO

400 Heritage Ave, Castle Rock, CO 80104



## **Executive Board Job Description for Communications Liaison**

- Distribute PTO communications (newsletter, flyers, etc) to the school for distribution to teachers/families
- Communication liaison with the school as needed, including the Principal, Assistant Principal, office staff and teachers
- Communications liaison with student council to collaborate on joint events and offer support from PTO
- Timely respond (24-48 hours) to daily communications from executives, school and committee chairs
- Attendance at monthly public PTO meetings and 2-4 executive board meetings per school year