

The Communications Chairman, working under the direction of the Secretary, shall:

1. Maintain close contact with the President, the State PTA office and members of the Board to obtain information of interest to the membership.
2. Form a Communications committee.
3. Be responsible for overseeing the creation, maintenance and accuracy of the NMPTA website and social media sites.
4. See that new information and updates are published no less than once a month.
5. Encourage Board members, local unit officers and the general membership to submit articles, upcoming events and other items of interest.
6. Disseminate items of interest from National PTA through the website and social media sites.
7. Update board report document in Google Drive.
8. Perform duties as outlined in the Convention Guidelines.
9. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

Position requirements:

- Prior experience in unit.
- Knowledge of web page editing.
- Knowledge of posting messages on social media sites such as Facebook, Twitter, and Instagram.
- Ability to meet deadlines.
- General understanding of PTA, general knowledge of other Board offices, chairs, committees and their duties.
- Familiarity with the Local Leader Kit and the National PTA web site.
- Must be a member of the Land of Enchantment PTA.