**Director of Communications**

**RESPONSIBILITIES**

1. Prepares all PiP communication to be distributed to membership base, social media publishing, including monthly newsletters and e-blasts for approval and editing by all board members.
   * E-blasts shall follow the 2014-2015 PiP Communication Processes and drafts shall be sent to board for proof-reading 24 hours prior to publishing. Information to be included will consist of upcoming PiP sponsored activities/events, extracurricular/social activities, general meeting information, sponsor information, as well as grade level activities. Non PiP related information such as advertisements, student led projects, student council or other student submitted information be approved by the President and President-Elect and/or IIA-NT administration when necessary.
   * E-mails shall be sent requesting content and information for weekly e-blasts or monthly for newsletters to the list below:
     + 1. Lead Room Parent Coordinator
       2. PiP Board
       3. Advancement Coordinator of IIA-NT for Grade Level Reps
       4. PYP, MYP and DP Principals
       5. Student Council Teacher Representative

* Calendar updates will be done for:

1. PYP, MYP or DP activities/events or socials
2. Grade Level Rep activities/events or socials
3. President or President-Elect for PiP activities/events, general meetings, extracurricular/social activities, IIA-NT dates, committee activities/events, etc.
4. Lead Room Parent Coordinator

\* Communication with students including Student Council or other student led organizations, etc. should be forwarded to the President and President-Elect for IIA-NT approval and shall not be answered directly to the student by the board unless permission to do so has been granted from IIA-NT. Those outside of the above described must be forwarded to the President and President-Elect for approval prior to publishing.

* Newsletter updates shall follow the 2014-2015 PiP Communication Processes and drafts shall be sent to board for proof-reading 24 hours prior to publishing. Information to be included will consist of previous months PiP sponsored activities/events, extracurricular/social activities, general meeting information, sponsor information, teacher birthdays, committee events/activities, IIA-NT accomplishments/awards/recognition/etc., as well as grade level activities. Non PiP related information such as enrichment programs, advertisements, student led projects, student council or other student submitted information must be approved by the President and President-Elect and/or IIA-NT administration prior to publishing. In the event of excessive content priority shall be given to PiP sponsored activities/events, extracurricular/social events, general meeting information, sponsor information, committee activities/events.
* Newsletter updates will be done for:

1. PYP, MYP or DP activities/events or socials
2. Grade Level Rep activities/events or socials
3. President or President-Elect for PiP activities/events, general meetings, extracurricular/social activities, IIA-NT dates, committee activities/events, etc.
4. Lead Room Parent Coordinator

* Website Maintenance and Updates:

Website updates will be done for:

Teacher Appreciation Volunteer Appreciation

Spirit Wear Book Fair

Dragon Dad’s Merchant Committee

Family Fun Night Fall Picnic

Parade

General Meetings, Extracurricular/Social activities, PiP sponsored activities/events, PiP Awards/Recognition/Accomplishments

* 1. Website update guidelines for submission shall follow the 2014 – 2015 PiP Communication Process.
  2. Website appearance should be reviewed weekly and individual pages created/maintained for all PiP related events including and not limited to: Bike Rally, General Meetings, Fall Picnic, Family Fun Night, Spirit Wear, Teacher Appreciation, Parade, Volunteer Appreciation, Merchant Committee – Box Top Updates and Spirit Nights, Book Fair, Dragon Dad’s, as well as others to be determined. Communication should be sent by Director of Communications and cc: the President and President-Elect, to the appropriate contacts whether it be committee chair(s) or board members to request updates for information that is outdated or incorrect. Failure to receive a response regarding this communication from committee chair(s) should be communicated to the President and President-Elect and will result in that page temporarily being removed as we work toward a resolution of the infraction.
  3. Approved meeting minutes shall be posted from both board meetings and general meetings.
  4. Home Page should highlight accomplishments, current newsletter, up to date calendar most recent upcoming and past events including pointing guests to individual pages.

1. Other responsibilities may be assigned by the President and/or President-Elect.