

**PTSA Newsletter Coordinator(s)**

Coordinates and collects newsletter articles from PTSA members, Principal, and school staff for printing in PTSA Newsletter. Collect articles, prepares camera-ready document for printing, delivers to printer, prepares for mailing. Works with Principal to set Newsletter deadlines for the year and arranges for 'mailing' meetings with other volunteers. Responsible for bringing all expense receipts to PTSA Treasurer for reimbursement and to recommend any changes to budget if needed. Typically 6 - 8 newsletters during the school year.