# Communications Officer

* Officer of the Board (non-voting).
* Orientation and handover at the June Board meeting
* Is required to do cleaning nights
* On all matters of business, confidentiality is essential.
* Along with all the members of the co-operative, is responsible for the health and safety of LCNS children.
* Responsible for managing LCNS website, social networking sites, as well as advertising and marketing for the school. Ensure that all the information on the website is accurate and updated on a regular basis.
* Advertises for all Open Houses or when registration is low, as well as ongoing advertising of the school, in local publications (Waterloo Leisure Guides) and on websites such as kijiji
* Post flyers for open houses on social networking sites
* Provide Log-Ins for Member’s only section of the website (if applicable).
* Create Google Groups class-emailing lists (all, preschool, toddler, EDGE, Board, Executive Board).

Website

* The site functions as part of the school’s advertising arsenal. Potential members are able to access information regarding our school and begin the process of signing up, all conveniently from their home computer. Ideally, the website should have:
  + Up to date programming information, including rates .
  + Everything needed to register available for download (e.g. registration papers,etc.)
  + Details for upcoming public functions (e.g. open houses)
  + Links and/or information for public resources and/or activities (e.g. some fundraisers can be public)
  + The school’s contact information
* The site also provides up to date information to school members via the secure login section. Anything that a member needs to know should be accessible here. For example, information such as:
  + Duty calendars.
  + Policies and Procedures.
  + Newsletters and other information sent out to members.
  + Board meeting minutes.
  + Fundraising activities and details
  + Photos of the children at play (keeping in mind image release – ask Membership Officer for this information)
* Most sections (e.g. duty calendars, board meeting minutes) can be updated on a monthly basis as new information is received.
* The teachers are responsible for updating the school’s blog and Facebook page with news about what’s happening in the classroom, but Communications Officer should assist them with this as needed.
* Collaborate with teachers to create yearbook.