

Rosemont Liaison
Job Description

Standing Chair

Reports to: President

Date: 02/22/11

Position Summary

Serves as communication liaison between Rosemont Schools and RECPTA. Coordinates volunteers from Rosemont for auction.

Essential Functions

- Attends general meetings and communicates Rosemont activities to RECPTA general membership both verbally and via electronic media
- Communicates RECPTA activities to Rosemont Schools as they pertain to Rosemont
- Assists Rosemont parents in meeting volunteer hour requirements as pertains to RECPTA
- Coordinates volunteers from Rosemont for auction assistance

Requirements

Must be guardian or parent of a student currently attending Rosemont. Good organizational and interpersonal skills. Knowledgeable about RECPTA and its programs. Willing to solicit volunteers as necessary. Active and regular participation in general meetings is suggested. Approximate time commitment: one hour per week.