

# Yarburgh Community Preschool

## Committee Role Description – IT & Communications



The following is a list of responsibilities of the IT & Communications role grouped into specific areas.

### Committee

Yarburgh Community Preschool is voluntarily run by parents of children currently attending. Without the committee the group cannot legally run and we encourage all parents to join. The committee meet once a month during term time and discuss every aspect of the running of the school.

- Attend committee meetings
- Newsletter
  - Compile and circulate via e-mail a regular parent newsletter with updates on school activities, upcoming trips and fundraising events
- Website
  - Responsible for the website, updating all content as necessary, including term dates and fundraising updates
- Notice board
  - Update the notice boards on a regular basis, including staff and committee organisation charts, term dates and fundraising news.
  - Create posters as necessary to advertise events or request volunteers
- Create, maintain and circulate up to date committee contact details document
- Recruit and support other committee members
- Uphold the Ofsted national standards in respect of the registered person
- Help plan and support fundraising events