**Communications Chairperson  
The duties of the Communications Chairperson shall be to:**

a) Act as Administrator for CTA social media sites and pages

b) Facilitate maintenance of the CTA’s website

c) Research and prepare articles for publication in the CTA’s newsletters

d) Review and edit (as required) information pamphlets created by the CTA

e) Assist the CTA and the President of the CTA in all matters pertaining to internal and external public relations

f) Act as a member of at least one of the committees of the CTA (see B.17)

g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings

h) Report at all Executive Committee meetings, when required

i) Attend at least one School Board meeting a year

j) Perform such duties as assigned by the Executive Meetings, Staff Rep Assemblies or General Meetings