**PUBLICITY: BULLETIN BOARD & SOCIAL MEDIA**

The person assigned to this committee role decorates and maintains the large bulletin board in the upstairs hallway, and updates Northpoint’s Facebook page with important preschool dates and events.

BULLETIN BOARD

Before Start of School Year

* Remove and recycle old bulletin board paper on the hallway wall outside of the classrooms. Put up new bulletin board paper. Ask the teachers what color paper to use. (There are big rolls of paper at the top of the stairs near the back door of Ms. Melissa’s classroom.)
* Ms. Rona has a collection of borders to place on the edges of the bulletin board. Ask her which you should use. Don’t throw away the borders since they are expensive and can be re-used.

You are responsible for changing out the background paper and border monthly throughout the school year. Please be creative! We’re going for colorful, fun, and bright, but also neat, organized, informative, and current! Pinterest has wonderful ideas for bulletin board décor! Please use this as an excuse to spend some time on that platform!

A large calendar will be provided to display. You’ll need to add to it all the important dates and events for all classes. These dates include, but are not limited to, Parent Shares, field trips, class pictures, school breaks, etc. You’ll need to allow space for our monthly newsletter and board meeting minutes to be displayed. Our Health & Safety parent may occasionally need space for a health advisory.

SOCIAL MEDIA

Duties to be determined by the Board of Directors. Stay tuned.