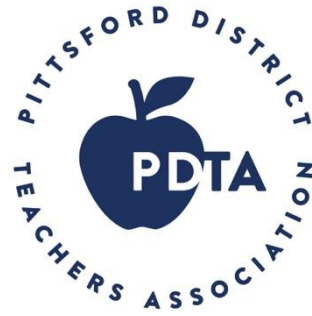


PDTA Communications Chair



Qualities:

- Skilled at written communication and the use of technology
- Trustworthy
- Confidential
- Responsible
- Professional
- Reliable/dependable
- Problem solver
- Friendly
- Organized
- Good listener
- Hard working/can get “stuff” accomplished
- Respected by various stakeholders
- Knowledgeable about the benefits of union membership, and is willing to speak to others about our union
- Committed - aligned with the purpose and direction of the union

Responsibilities:

- Communicating at least 4-6 times during the school year through **Speak Out**
 1. Layout design
 2. Editing all articles
 3. Proofreading and checking all links
 4. Ensuring that NYSUT and vendor ads are included in each edition
 5. Uploading to PDTA website; sharing with membership
 6. Writing articles, if interested

Regular contributors:

- President
- Executive Vice President
- Resolution Specialist
- SRP Rep
- VP for Negotiations- in negotiations years or year before
- Committee Chairs as needed
 - Membership- fall and spring

- Public Relation- throughout
- Special Events- throughout
- Professional Growth- winter and spring
- Safety and Wellness- as needed
- Political Action- as needed; especially for election editions

Regular topics:

- Installment of RA in spring
- Benefits Fair
- Health Fund Reminders
- Facebook, Twitter and website plugs
- Dues in January for tax purposes
- Fundraisers
- Making Strides and Relay for Life
- VOTE-COPE
- Budget vote
- PD Reminders
- Posting Reminders
- Sick Leave Bank Reminders
- Study Grant testimonials

Training and support systems:

- Local PDTA training
- Regional NYSUT training – one to two days in August
- Negotiations conference – once yearly in Rochester
- NYSUT Leadership Institute
- Building Representative and other Assistant Representatives
- Former Building Representatives and Assistant Representatives
- Representative Assembly
- PDTA President
- The PDTA Administrative Assistant

Compensation:

- [Click for current list of stipends](#)