

The Communications team uses multiple platforms to consistently convey our programs, activities, and purposes to the global parent/guardian community, the Stanford community, and beyond. Through the website, club e-newsletter, and social media, the Communications team provides timely and engaging information about Parents' Club and University happenings.

### **Website Managers** can be done remotely

- Maintain website functionality.
- Make graphic changes in Weebly Application as per shifts in bakery delivery items during the year.
- Upload job reports, new yearly calendar, club chairs, and officers to site each year. .
- Work with MIS by email on programming changes.
- Collaborate with person in charge of “e-commerce” back end of site.
- Thorough knowledge of Weebly required for website pages development. Thorough knowledge of any graphics program ( can use Keynote in Mac) to make icons and modify photos for website pages.
- Thorough knowledge of delivery chairs’ needs and the “backend” dashboard workings for e-commerce side.
- Work with Merchandise Sales Chair making pop-up Spirit Sales several times a year.
- Edit, collect and forward membership reports to membership VP.
- Integrate donation reports with PayPal records.
- Revise and/or update whole website periodically as per the President’s requests.
- The VP of Communications oversees the website platform and serves as advisor. At the end of the year, prepare/update an Annual Program report with a recap and notes for next year; submit to the VP of Communications.