

Job Description

Board Position: School Reporter

Brief Summary of Job:

Responsible for coordinating publicity for all HPTA sponsored events and programs for each school..

Specific Responsibilities: (If there are specific timeframes and contacts for an activity, please include them)

- Attend all HPTA enrichment programs. Obtain all available enrichment information: program brochures, previous news releases and articles from enrichment coordinators in order to aid in article preparation.
- Attend all grade level events and school wide events.
- Submit articles and photographs of events within deadline to the Runner for publication. Submit at least one article per month.
- Submit articles and photographs of newsworthy events to the Runner Editor per the Runner Submission Guidelines (see attached).
- Attend HPTA School Board meetings and Runner Reporter meetings.
- Attend HPTA Board meetings, as desired.
- In May submit to School based VPs a summary of the year's activities for Annual Report.
- In June meet with incoming replacement to transfer files and knowledge.

Key Individuals You Have To Work With:

- School Based VPs
- Communications Chair
- Runner Editor

Learnings to Pass On: (This could include what went well, what you would do differently, things to watch out for, etc.)

Completed by: Job Description Committee

Date: December 3, 2009



Article and photo submission guidelines for the HPTA *Runner* Blog

The following article and photo submission guidelines have been created in an effort to maintain accuracy and consistency on the *The Runner* blog and to ensure that all Hopkinton school system procedures are followed.

Photo submission guidelines

Photos should be in JPG format

Email photos to: hptacommunications.therunner@picasaweb.com

Email subject should contain the name of the school(s) and one or two words about the photo (i.e. Elmwood – book fair).

If it is a photo for a general article, the subject should contain the word “general” and one or two words about the photo (i.e. General – LT fundraiser).

Email should contain the following information:

- Full name of photographer as photographer would like it listed next to photo
- Name of article photo corresponds to
- Short description of image
- Names of students, if any

Please Note: Any photo taken of students must be approved by the corresponding school before it can be considered for publication. (i.e. photos taken of Elmwood students, must be approved by the Elmwood school)

The Runner editors will attempt to have photos approved by the school as soon as possible. School approval may take some time, so please keep this in mind when submitting time sensitive articles.

More than one photo can be included in an email as long as all of the photos pertain to the same subject and/or article. Please send different emails for different subjects or articles.

Article submission guidelines

Articles should be no more than 300 words

The Runner staff and others on the HPTA board may edit submissions depending on article length and relevance. If any content of the article is cut or edited, *The Runner* editors will send the edited piece back to the author for review. If only spelling and grammar corrections are made, the article will not be sent for author approval prior to publication.

The author will have 24 hours to respond to the edits. Otherwise, it will be assumed that the author approves of the changes.

Email articles to: communications60.therunner@blogger.com

Email subject should contain the name of the school(s) and one or two words about the article (i.e. Elmwood – book fair). If it is a general article, the subject should contain the word “general” and one or two words about the photo (i.e. General – LT fundraiser).

Email should contain:

- Full name of author as author would like it listed in article
- Brief description of article (i.e. Elmwood school book fair)

Article may be in email body or be an attachment. If it is an attachment, the article should be a Word document or a text document. Please submit articles in plain text with minimal formatting.

Don't bother with bold, italics, bullets, etc. It is easier for us to post plain text to the blog. Submitting html code is OK too, but we figured most people won't know how to do that.

Photos may be included with article. Please review the photo submission guidelines for more about submitting photos.