

This is a general job description. Specific duties may vary from year to year.

Vice President (Membership)

Membership is the heart of PTA. Along with the entire Board of Directors, the President and the Membership Director are partners in guiding and directing a successful membership campaign.

The Membership Director's job responsibilities include, but are not limited to, the following activities. The Membership Director shall:

- ❖ Report to the President, serve as an active participant on the Board of Directors, and attend PTSA board meetings with voice and vote. Present to the General Membership at regularly scheduled and special meetings.
- ❖ Maintain Membership Enrollment Form.

Create and announce the membership theme.

Include a membership letter in the new school year Back-to-Business packet.

- ❖ Create Membership Information packets/brochure, available in the PTSA Office, bulletin board, and on the PTSA website.
- ❖ Design the membership and outreach promotion, and plan yearlong duties and activities. Membership starts before the beginning of the school year to establish the membership goals.
- ❖ Attend *Tea & Tissues* (a Welcome Coffee for the Kindergarten parents) on the first day of Kindergarten. Be available to answer questions and provide membership information.
- ❖ Maintain a list of the current members. A copy of the membership list shall be distributed to all board members after the first big membership campaign, then every 3 months thereafter. A copy of the membership list shall also be posted on the indoor bulletin board.
- ❖ Plan to qualify for the State 100% Membership Award, which is due on March 1st. Make the membership list available to the Nominating Committee.
- ❖ Create a Welcome Packet to distribute to new families throughout the

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- ❖ year. Include an invitation to join the PTSA, meeting dates, and description of PTSA programs and projects.
- ❖ Create or Update membership posters to be used at Back-to-Business Day, Meet-the-Teacher Day, Parent-Teacher Conferences, Kindergarten Registration, etc. Create and set up a PSTA membership and information table at those events. Promote the theme throughout programs and activities. Provide information about PTSA's purpose and activities. Use as many methods of communication as possible.
- ❖ Write a detailed communication plan for Membership; create and submit articles to the Communications Director for appropriate publication.
- ❖ Arrange a Welcome Coffee in the Fall, then another one, if needed, in the Spring.
- ❖ Provide Membership updates to board.
- ❖ Not serve as the chair in any Membership area without prior approval from the Board of Directors.
- ❖ Deliver to her/his successor, all books and records, including historical records, promptly at the conclusion of her/his term of office.
- ❖ Perform other duties as assigned.

The following chairs report to, and will work with the Membership Director:

Membership Database Chair

- ❖ Inputs all membership forms into the WSPTA Website
- ❖ Orders membership cards
- ❖ Works together with the Treasurer to ensure **FIRST** Membership Payment is made in October and **FINAL** Membership Payment is made by March 1

Directory Chair

- ❖ Compiles, creates, and delivers Directory to Membership by early November.

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Hospitality Chair

The hospitality chair is the official host of the PTSA, and has the responsibility of establishing a friendly, comfortable atmosphere at PTSA General Membership Meetings and Parent Education events. The Hospitality Chair needs to establish a Hospitality Committee to assess hospitality for sponsored events, programs, campus care activities and Membership activities. *The hospitality committee helps to create a sense of belonging that invites members to become involved in PTSA activities.*

- ❖ Helps greet PTSA members at PTSA meetings and functions
- ❖ Obtains a list of events from President where hospitality services may be needed
- ❖ Enlists the help of volunteers for supplying food and “manning” the food tables, etc.
- ❖ Maintains inventory of hospitality supplies and storage location

Timeline for Action Items:

August:	Prepare for Back to Business Day Poster(s), Membership Forms, Greeters
September:	Check school daily for Membership Forms Kick-Off Membership Campaign Curriculum Night
October:	1 st Membership Fee is Due Membership Campaign Continues Check school daily for Membership Forms
November:	Conferences: Have Membership Table Check school daily for Membership Forms Membership Campaign comes to an end
January:	Second Membership Fee's Due to Council
May:	Final Membership Payment Due to Council
June:	Volunteer Appreciation Event or Gift for Chairs

Membership Processing Procedure (suggested)

Note: some dates are tentative based on how quickly you achieve 100% membership

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Phase 1 (Beginning of term through day before first General Membership Meeting):

- ❖ Collect membership forms and checks daily at school
- ❖ Note the check information on each form
- ❖ Tally the checks on a Counting Funds form
- ❖ Get a second signature on the Counting Funds form
- ❖ Deliver the batch of checks and Counting Funds form to the Treasurer
- ❖ Input new and renew members in WSPTA database with Membership Database Chair
- ❖ Note the student's teacher's name on each membership form
- ❖ Complete a membership card for each member and attach to the membership form
- ❖ File the membership form and card alphabetically by the MEMBER's last name (not the student's)

Phase 2 (The day of the first General Membership Meeting):

- ❖ Print a membership roster from the WSPTA database for the General Membership meeting
- ❖ Give the roster to the Secretary to have at the meeting (in case she needs to have it to determine a person's right to voice & vote)
- ❖ Have some extra blank membership forms at the meeting at the sign-in table (people can sign up at the meeting)
- ❖ Print a Local Unit Remittance form from the WSPTA database and give it to the Treasurer
- ❖ The Treasurer will issue a check and give it to the President who will hand deliver to Issaquah PTSA Council Treasurer

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Phase 3 (The day after the first General Membership Meeting):

- ❖ Continue to collect new membership forms/payments; process as outlined in Phase 1 above
- ❖ In mid to late October, attach completed membership cards to directories and distribute via “kid mail”
- ❖ Determine a “marketing campaign” to get more members (if not at 100% membership)

Phase 4 (In early January):

- ❖ Repeat steps in Phase 2 prior to January General Membership Meeting and January Issaquah PTA Council meeting
- ❖ Continue to collect new membership forms/payments; process as outlined in Phase 1 above
- ❖ Apply for 100% membership award (congratulations!!)