



MEMBERSHIP CHAIR

Beacon Hill PTA 6.15.42

The membership chair is a member of the PTA board of directors. This is an appointed position, approved by simple majority vote at a board of director's meeting in the spring. The term of this position is one year, beginning July 1st and ending June 30th of the following year. A commitment of at least two terms is desirable. Ideally, someone from the membership committee can be groomed to take over the position of the chair.

Duties and Responsibilities

- Build a membership committee
- Attend monthly board meetings; attend quarterly general membership meetings and staff a table with membership forms and other PTA information
- Prepare, and arrange for translation of, membership forms, take-home flyers, and other promotional materials
- Market the PTA to the school community through kid-mail, flyers, the website, etc
- Collect and track membership dues
- Enter membership information into the Washington State PTA web-based system
- Communicate with the Treasurer to ensure accurate accounting of membership payments
- Work with the Treasurer to pay membership service fees due to the council and the State PTA
- Print and distribute membership cards
- Provide membership reports as needed to the board
- Build a member (and potential member) email list, communicate approximately monthly with members with brief PTA updates, reminders of PTA dates, etc.
- Work with other board members on budget planning, event planning, fundraising, advocacy, goals/vision of PTA, and other major issues