



Mercer PTSA 6-15-435

MEMBERSHIP CHAIR JOB DESCRIPTION

The membership chair is a member of the PTSA board of directors. With approval from the executive committee, the membership chair is appointed by the president. 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 preferred.

Duties and Responsibilities

- Lead efforts to recruit a membership committee that reflects a diverse population. Include fathers, single parents, staff members, community members, and people from different ethnic backgrounds.
- Lead efforts in planning a membership campaign and in carrying out membership renewal and recruitment activities.
- With the board of directors, set annual membership goals.
- Prepare/update campaign materials (membership form, etc.) and copy and deliver to school for first day packets, teacher/staff mailboxes and the front office.
- Enroll members using the WSPTA web-based membership system. It is important to record all the information so members will receive information from the PTA and council and state offices.
- Along with the PTA president and treasurer, receive a login and password for the membership enrollment website, along with detailed instructions on how to navigate the site.
- Working with the treasurer, collect and send dues and remittance forms to WSPTA monthly.
- With the president and secretary, ensure that all board members are in good standing and that executive officers and board chairs are identified in the WSPTA membership enrollment website.
- Review the membership roster frequently for duplicate entries to maintain accuracy.
- Continue the membership campaign throughout the year.
- Report on membership activities and goals at regular meetings or by email to the board.
- Attend at least four board meetings per year and the annual board retreat, if possible.
- Pass all pertinent materials on to the membership chair successor.

RESOURCES:

<http://www.wastatepta.org/>