

Director of Membership

Position Type: Appointed Board Member

Time Commitment: Low-Medium

Nature of Commitment: Most work is done at home. Some at-school work occurs at special school events. Little to no public speaking.

Term: Year-long but majority of work occurs in Sept.— Oct.

Basic Responsibilities:

- Monitor incoming memberships and coordinate payment records with Treasurer.
- Upload membership records to state database (1x/month — not difficult using largely automated system)
- Use existing membership campaign materials to encourage membership growth. Lots of existing materials to draw on.
- Attend monthly PTSA board meetings or submit written update to President.
- Attend Curriculum Night and Fifth Grade Info Night with membership information and forms. (Easy)
- Lots of support from last year's Director.