

Membership VP Responsibilities

- Attend State Convention in May (if possible)
 - Get membership envelopes at convention (if desired)
- Submit a Membership budget request to President by June 15.
- Attend Monthly Board Meetings
- Oversee:
 - Membership Drive (August – September)
 - Attend first faculty meeting
 - Encourage all to join - Remind them that the T in PTA stands for Teacher
 - Collect Membership Dues
 - Get info out to parents about joining PTA (Back to School night, registration packets, SEP's, etc.)
 - Be aware of and apply for Membership awards
 - Volunteer Appreciation
 - Provide Volunteer appreciation thank you/note/treat to be given to volunteers who help with activities
 - Keep track of volunteers who help and make sure they receive appreciation and are thanked in the newsletter
 - Put volunteer sign-up binder in front office
 - Calculate the hours volunteered & give to the President for Council reports by October 15, January 15 & April 15.
 - Plan volunteer appreciation luncheon for school field day at the end of the year
 - Student Volunteer Work Group
 - Coordinate student work group (upper grades) each month
- Complete Activity Summary report for each Activity/Project you are responsible for and give to the Secretary
- Form a committee to help you with these tasks
- Thank the volunteers who help with the activities.
- Report to the President