Theodore Judah PTA Executive Board

V.P. of Membership– Functional Job Duties

The essential function of the V.P. of Membership is to generate reoccurring and new membership into the PTA, to design seasonal functions to celebrate the membership's contribution to the school, and manage all member records.

* Membership Collection/Outreach For Start Of School: Have a presence and collect membership dues at the Opening of School events, eg. Kindergarten Orientation, Class Schedule Posting, School Beautification, 1st Day of School pick up/drop off.

\*All of these events take about 1-2 hours of time, excluding the BBQ.

* Continued Outreach and Membership Collection in the Fall: Continue to have a presence at larger Fall events.

\*Minimal time commitment. I would set up a table at some PTA events or after school if I had the time. About an hour of time for each.

* Membership BBQ and Movie Night: Organize and attend Fall BBQ event: Gather volunteers, make a flyer and distribute (with principal approval) school wide, shop for additional food and supplies for bbq (table clothes, hot dogs, buns, cutlery, etc.). I am happy to be a point of contact when organization for this event begins.

\*Total of about 5 hours of shopping, creating flyers, making copies, and the set up and break down of the event itself.

* Membership/Volunteer Event Spring: Manage in conjunction with VP of Volunteer around the Bingo Night in the Spring. TBA

\*Minimal time for this one, we have all the bingo supplies. The VP of Volunteers has mostly taken this event over.

* Maintain Records: Maintain Membership demographic information in PTA record system (Greater Giving in 2017). Report out membership goals and numbers at Board Meetings throughout school year. Dylan or myself can give a tutorial on GG to the new VP of Membership.

\*Entering all of the members into Greater Giving is time consuming, but you can do it at home at your own pace. 4-5 hours.

* Paperwork: Make copies of membership forms to have on hand at all events. I can forward flyers and forms I made for last year to the new VP of Membership.

\*Less than an hour.

* Attend PTA Board and General Meetings
* \*These meetings are normally around 1 hour each.