

## **Endeavour Elementary PTSA Board Member Job Descriptions**

### **Membership Chair (NON-VOTING position)**

Current Appointed Member:

Email: [membership@endeavourptsa.org](mailto:membership@endeavourptsa.org)

#### **Key Responsibilities**

- Work with the Board to set a yearly membership goal
- Plan membership campaigns to work towards achieving PTSA Membership awards
- Prepare campaign materials
- Plan and execute efforts to “brand” PTSA activities and events
- Promote attendance to all PTSA Membership Meetings
- Arrange and advertise any membership benefits
- Lead membership recruitment efforts
- Enroll members using the WSPTA web-based membership system, Givebacks
- Work with the treasurer to send dues and remittance forms to WSPTA monthly
- Check membership rosters frequently for duplicate entries.
- Provide monthly membership updates to the Board of Members
- Maintain accurate membership records.
- Transition with the incoming membership chair

#### **Commitment:**

- Up to 10 hours per month
- Option to attend Monthly Endeavour PTSA Board Meetings
- Attend Endeavour PTSA General Membership Meetings (3-4s per year)