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

**Membership Chair**

Current Appointed Member: Jen Shepherd

Email: membership@endeavourptsa.org

Key Responsibilities

* Recruit a membership committee that reflects a diverse population. Include fathers, single parents, staff members, community members, and people from diverse cultures.
* Work with the committee to set a yearly membership goal.
* Plan membership campaigns.
* Prepare campaign materials.
* Work with the committee to make the work of PTA visible to the community.
* Plan and execute efforts to “brand” PTA activities and events.
* Arrange and advertise any membership benefits.
* Lead membership recruitment efforts.
* Collect and process dues appropriately.
* Enroll members using the WSPTA web-based membership system.
* Work with the treasurer to send dues and remittance forms to WSPTA monthly.
* Continue to work on membership goals and campaigns all year.
* Check membership rosters frequently for duplicate entries.
* Maintain accurate membership records.
* Transition with the incoming membership chair.

Commitment:

* 10-20 hours per month
* Attend Monthly Enndeavour PTSA Board Meetings
* Attend Endeavour PTSA General Membership Meetings (4x’s per year)
* Complete annual training requirement