



Membership Chair

Responsible for encouraging PTSA membership and maintaining the membership database.

Direct Duties:

- Encourage parents and staff to join the PTSA by raising awareness of the benefits of PTSA membership
- Run a Staff Membership drive
- Track and keep accurate records of PTSA membership and monitor MemberPlanet & Database
- Be Present at various PTSA events to provide parents with information about PTSA membership, specifically Back2Business Days
- Advertise Membership meetings through newsletter, posters and flyers
- Attend monthly Board Meetings and Membership Meetings.