

# MEMBERSHIP

Membership shall be responsible for securing members (both new and previous members). Membership shall proactively seek membership through various medias (newsletter, Web site, Friday note) as well as at PTA functions.

Membership is responsible for the primary membership drive at Back-to-school day. Membership shall coordinate with other committees on resources to ensure all members are kept well informed and given acknowledgement when due.

Membership shall be the primary contact with PTA questions, comments or concerns and should relay those to the appropriate party to have addressed.

Membership reports to the board on needs, progress, and profits.

## Other Duties:

- Attend monthly PTA meetings
- Set up a table at events to promote membership especially those at the beginning of the year
- Keep membership spreadsheet up to date