

## VP of Membership and Volunteer Coordinator

### **MISSION**

The Membership Chair(s) processes, tracks and reports enrollment and payments as well as promotes and recruits new membership in various forums: PTA communications, flyers, at PTA events, or any other ideas the Chair might have.

### **SKILLS**

Strong organizational skills and attention to detail are needed, as well as familiarity with online databases and Excel spreadsheets. A home computer is a must to enroll membership using Memberplanet site.

Most volunteer time will be at your own discretion at home. This position's busiest time is from the beginning of the School Year until late October, when members are actively being pursued and enrolled. Once the first deadline for Membership Enrollment is met, the Chair may continue to promote membership via various forums, as s/he chooses. We accept new members at any time during the school year.

### **DIRECT DUTIES**

This position is responsible for processing membership enrollment forms, receiving and tracking membership payment and Membership Scholarship donations, including tracking names and contact information of said members and donors, reporting membership income to the Treasurer, uploading most current membership roster to the Secretary file at PTA Google Drive.

The Membership Chair reports directly to the President of the Board but will work closely with Fundraising VPs and other Chairs as needed.

#### BEFORE SCHOOL YEAR

- Enter the new school year's Board Members into PT Avenue with contact email so they begin to receive info from WA State PTA ([wastatepta.org](http://wastatepta.org)). Update any changes to the Board as the year progresses.
- Update, print and copy (or have printed) the paper Membership Form for the 1st Day Packet.
- Work with the webmaster(or VP of Communications) on the website 1st Day Packet for membership sign up and payment.
- Create a spreadsheet to track check and cash payments for membership (any donations if included).

- Optional: consider various marketing tools and venues to promote membership beyond 1st Day Packet.

#### BEGINNING OF SCHOOL YEAR

- Develop and implement a strategy to promote and recruit membership.
- Collect paper membership forms with cash or check payments and track them with the Excel spreadsheet.
- Input new members from paper forms into WA State PTA database (PT Avenue). Check for duplicate entries!
- Report to Treasurer of any donations received via paper form (check or cash).
- Track online membership payments, watch them for accuracy, upload to WA State PTA database (PT Avenue).
- Remit checks/cash and online payment reports to Treasurers by filling out a deposit form.
- Work with Treasurers to remit membership service fee payment to WA State PTA.

#### ONGOING

- Track membership and payments. Report to Treasurer any cash/check payments that include donations. Accepted all school year.
- Report any changes to membership to the Secretary on a monthly basis by emailing a Chair Report prior to that month's monthly board meeting.
- Upload updated membership roster to Jefferson PTA as needed (to Secretary folder).
- Close the school year in the Washington State PTA database (PT Avenue) in June via end of year process.

### **OUTREACH**

#### **MISSION**

Reach out to students and families who are new to the school or the community.

#### **DIRECT DUTIES**

This is a Chair position, which means it is appointed by the board and reports to a board member. This position does not require regular attendance at monthly board meeting or yearly training by the state PTA.

#### END OF SCHOOL YEAR

- Submit budget needs (if any) to board to assist with next year budgeting efforts
- Work with webmaster to update job description for incoming chair

## **VOLUNTEER COORDINATOR MISSION**

The Volunteer Coordinator helps connect potential volunteers with volunteer opportunities. The Volunteer Coordinator also helps to recruit new volunteers.

### **BEFORE SCHOOL YEAR**

- Compile a "Volunteer Needs" spreadsheet
  - Information gathered from event chairs
- Create and print volunteer signup sheets
  - Have available on first-day orientation
- Ask webmaster to update "My Volunteering" categories

### **BEGINNING OF SCHOOL YEAR**

- Meet and greet new parents at Fall orientation and pass out volunteer signup sheets

### **ONGOING**

- Collect volunteer signup sheets
- Help recruit new volunteers
- Make list of volunteers, interests, and contact information available to event chairs as needed
- seek to fill chair positions for each PTA committee and event; assist chair people with finding volunteers

### **END OF SCHOOL YEAR**

- Submit budget needs (if any) to board to assist with next year budgeting efforts
- Work with VP of Communications to update job description (this page) for incoming chair