

## General Board Member

# Membership

Attend all Board and General Meetings.

Attend PTA and the Law, can skip if taken in last 2 years. Attend trainings offered through Region, State, etc as necessary.

Be familiar with WA State PTA Membership Handbook found under Resources on the WA State PTA website

Assist in identifying activity and committee leads, for those activities under your area of responsibility.

Provide monthly newsletter items to keep membership informed of your area of responsibility (ie, membership count, news, etc).

Complete Committee Plan of Action Forms for any programs, activities or events to be presented at board meetings, preferably one month prior

Ensure each activity chairperson/volunteer is trained for their specific area of responsibility and has whatever resources he/she needs to work effectively.

Provide either written or oral reports/progress updates of all committees at Board and General Meetings as necessary.

Oversee and coordinate hospitality at all PTSA General Meetings, and other functions as necessary (ie Nuts & bolts).

Coordinate ongoing and yearlong membership drive. Have a booth or table at all events (especially Sep-Dec). Seek out all Stillwater community for memberships.

Coordinate Kinder Play Date before the school year begins.

Work with president to help plan Kinder Social in the Spring if applicable

Accept and track all membership forms and dues. Verify state invoices and submit to treasurer timely for payment.

Maintain Stillwater PTSA membership list, provide to nominating committee and treasurer.

Verify PTSA membership for patrons that pay PTSA member price at social events.

Check folder at school at least once a week.

Send any social media posts on behalf of the PTSA to communications.

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training.

Keep a list of Membership volunteers to ensure that the VP has a complete list for the end of year volunteer celebration

Ask communications to promote the need for last minute membership volunteer on FB

Utilize thank you cards in the PTSA cabinet to fill out and distribute to volunteers as needed

Enter membership volunteer event/activity needs into MySchoolAnywhere, send volunteer requests through MySchoolAnywhere, ask communications to post to FB if necessary

Maintain a "Welcome Packet" for new families to be kept in the front office

Help plan the end of year Volunteer Appreciation party with the board.