

Membership Leads Job Descriptions

Kinder Playdate Lead

Be a PTSA Member.

Send any social media post requests to communication@stillwaterptsa.org

Attend committee meetings with Membership Chair.

Send any volunteer needs to the Volunteer Coordinator.

Work with membership chair to coordinate the Kinder Playdate that will occur in the weeks before a new school year begins.

Hospitality Lead

Be a PTSA Member.

Send any social media post requests to communication@stillwaterptsa.org.

Attend applicable committee meetings with Membership Chair.

Send any volunteer needs to the Volunteer Coordinator.

Work with membership chair to coordinate the hospitality at PTSA events and meetings.

For General Meetings – set up snacks/drinks for in person meetings. Help greet attendees and direct them to sign in sheet. Coordinate with membership chair to do prize drawing at the end of the meeting.

Data Entry Lead

Be a PTSA Member.

Send any social media post requests to communication@stillwaterptsa.org.

Attend applicable committee meetings with Membership Chair.

Send any volunteer needs to the Volunteer Coordinator.

Enter all membership entries into Memberplanet.

Enter all volunteer form entries into a spreadsheet. Contact each person that fills out a volunteer form to let them know we've received their form and they will be contacted again when its closer to the event or activity by the chairs.

Procurement Lead

Be a PTSA Member.

Send any social media post requests to communication@stillwaterptsa.org.

Attend applicable committee meetings with Membership Chair Send any volunteer needs to the Volunteer Coordinator.

Enter any companies we've asked for donations and date of request on provided Excel document. Enter all Donations received into the excel spreadsheet with the date and product from a company Once Item is used for a PTSA related function make note of who took the item and for what event on Excel Sheet Keep Excel spreadsheet updated at all times on OneDrive