

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 season starts

Hospitality 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 hospitality at all PTSA events and meetings

Data Entry 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

Key enter all membership entries into PT Avenue

Key enter all volunteer form entries into PT Avenue

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 (all done in PT Avenue)

Procurement 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

Key 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