**VP of Membership**

The primary focus of this position is to promote PTA membership, attend monthly Executive Board meetings and General meetings, as well as actively advocating for our children, by voting on how funds are spent and procedures handled by the PTA.

Specific duties include:

* Prepare membership form and informational materials with the help of VP of Fundraising and Communication. The current template for the Membership form includes the check writing campaign and student directory information.
* Photocopy membership form to be inserted into the “Back to School” registration mailing from Pioneer. Work in coordination with school office.
* Organize and obtain volunteers to insert back to school mailers with the help of the school at least 2 weeks prior to school’s start date. To be coordinated with school site Secretary.
* Organize with the help of the VPs of Fundraising and Communication, the PTA registration day and also coordinate with school site Secretary. Obtain volunteers (usually board members and committee chairs) to collect membership forms, directory forms, sell Pioneer apparel, give out Nugget script cards, box tops information. With the help of the VP of Fundraising, count the cash and checks at the end of the event and provide to Financial Secretary and Treasurer.
* Coordinate and organize the Kindergarten Social the Sunday before school starts at Pioneer Park. Date, time and location should be included in the back to school mailer and with an email sent to kinder parents inviting them to attend (obtain emails from school site secretary). PTA usually provides popsicles at the event.
* Make a PTA membership form box for the office to collect forms after registration day. Check this box frequently and collect cash using the cash verification form.
* Record membership information and provide to Treasurer by October 1.
* Keep a record of members with their email address for general PTA meeting announcements. Should PTA ever need to confirm members at meeting for voting purposes this list should be shared with the Executive VP and President.
* Assist the Fall Festival, Science Night, and Collector’s Spring Fling chairs to secure dates, reserve the MPR, request need for janitorial staff, applicable permits from District, notifying families via E-News and review the budget for each event. Confirm budget with all committee chairs. Sign all reimbursement forms.
* Confirm Pioneer Apparel (spirit wear) chair understands roles and responsibilities and budget amount.
* Assist hospitality chair in providing lunches to teachers during conference week and Teacher Appreciation Day by reviewing budget before hand, confirming the time line for each event and providing content to Communications VP for PTA website, E-news and Class Reps. Sign off on all reimbursement forms related to this event.