

The PTSA Membership Chair is responsible for tracking and promoting PTSA memberships. In addition, the Membership Chair also tracks parent donations and student directory purchases (cash/check only, not online). This is an ongoing, year-round commitment; however, the majority of work occurs at the end of the summer and during the first two months of the school year.

Specifically, the PTSA Membership Chair is responsible for the following:

- Providing an updated membership form (early to mid August) for distribution in the Back to School packet and at various school events. This may require coordination with the Directory Volunteer(s) for the directory costs and with the President or Treasurer if dues have changed.
- Providing membership, donation, and directory PayPal purchase information (mid to late August) to the PTSA Web Administrator for posting online.
- Promoting PTSA membership in as many ways as possible—KIT messages, newsletter articles, web site announcements, forms and signs at school events, etc.

- Tracking all online (PayPal) memberships and donations via the PTSA PayPal account for Sales Reports.
- Tracking all paper (check/cash) memberships, donations, and directory purchases from submitted forms.
- Maintaining the details of all transactions in a spreadsheet or similar layout as well as summary information on total members and donation amounts.
- Submitting timely deposits (initially weekly, later monthly) to the Treasurer for all cash/checks received.
- Reporting the membership and donation status at PTSA meetings or providing this information to the PTSA President for reporting.

- Periodically (initially weekly, later monthly), sending an updated list of members and list of donors to the PTSA Web Administrator for posting online.
- Providing any additional membership information that should be posted on the *Join/Donate/Buy* page of the PTSA web site to the Web Administrator.

- At the conclusion of the directory sales period, providing the final list of directory purchasers made via paper to the Directory volunteer(s) to support distribution.