



Job Description MEMBERSHIP DIRECTOR

Mission: To receive and document local unit membership and be a resource to local units regarding membership issues.

- Attend and participate in *quarterly* Council General Meetings *when Membership reporting is due*. Meetings occur on the 4th Monday of the month. The President will give you a yearly calendar at the first council meeting.
- If able, attend Region 6 Conferences, PTA and The Law and Convention.
- Is familiar with the WASTATE PTA Bylaws, Council Standing Rules, Council Procedure Manual, budget and programs. Specifically Committee Chair Policy on Membership.
- Supports the decisions of the board, despite any personal feelings you might have, once the board has voted, you are ethically obligated to support that decision.
- Maintain confidentiality of the Board's sessions, speak for the board or organization only when authorized to do so.
- May have to serve as Chair of ad hoc committee if considered essential to the Council.
- Act as a resource for Local Units (LUs) on any Membership issues;
 - Assist with data entry questions.
 - Send out reminders on any approaching deadlines.
 - Assist with Remittance forms.
 - Pass on information from WA State PTA regarding Membership issues.
- Assist Treasurer with Membership Remittances to the Washington State PTA
 - Collect Remittance Forms from LUs.
 - Send Membership Fee Summary to State.
- Assist State Membership Director on Council Membership Issues:
 - Pass on information from WA State PTA regarding Membership issues.
 - Maintain clean membership Database.
- Membership Coordinator works under the direction of the Shoreline PTA Council President(s) and the Treasurer.

Timeline *(created by past Director, Betty Vanderveen)*

Early September

- Send out Email to all Membership Chairs and Treasurers for all LUs:
 - Introduce myself
 - Offer any assistance in data entry
 - Give all important dates
 - Reminder of Data Entry rules
- Remind LUs of the Bronze Level enrollment award – 50% of last year's enrollment level by September 30th

Mid-October – First membership payment due to State by 25th

- Send reminders to LUs in mid October
- Collect all forms and checks
- Print Fee Summary for State and have Shoreline PTA Treasurer issue check
- Remind LUs of the Silver Level enrollment award – 5% increase over last year's enrollment level by October 25th

Mid-January - Second membership payment due to State by 25th

- Send reminders to LUs in mid January
- Collect all forms and checks
- Print Fee Summary for State and have Shoreline PTA Treasurer issue check
- Remind LUs of the Gold Level enrollment award – 10% increase over last year's enrollment level by January 25th

Mid-February – Remind LUs of 100% membership Award Deadline on March 1st.

- This Award is the only one that needs a form filled out by the LU and sent to the State.
- Make sure all LUs are in good standing by March 1 to be eligible for 100% Active Council Award

Mid-March - Remind LUs of the Platinum Level enrollment award – 20% increase over last year's enrollment level by March 25th

April – Send reminders to LUs to clean up database for any duplicate or erroneous entries

Mid-May - Third membership payment due to State by 25th

- Send reminders to LUs in mid May
- Collect all forms and checks
- Print Fee Summary for State and have Shoreline PTA Treasurer issue check
- Remind LUs to enter Incoming Officers for the next school year