

# Membership Chair Job Description

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## Randolph PTO

**Role:** Recruit and secure members for the PTO (parents and school staff) and maintain records.

**Skills/Competencies:** Must be competent in Microsoft Excel

**Time Commitment:** This role is primarily the first 6 weeks of school, during which we need the Membership Chair to come into the school WEEKLY to input new member information. Attend monthly PTO Board meetings.

**General Job Description:**

- Promote and encourage membership in PTO for both the family and staff audiences via membership campaign and maintain accurate records for each group.
- Attend & provide forms for 6<sup>th</sup> Grade Open House (Aug) and Back to School Nights (Sept)
- Update membership form for the school registration packet.
- Track and input all new members (& dues), maintaining tracking spreadsheet in Dropbox.
- Forward all e-mail addresses to eBlast Chair ASAP

**Non-negotiables:** Membership forms must be processed and e-mail information forwarded to eBlast Chair within 7 days of receipt

**Reports “through”:** Secretary (Executive Board Member)

**Elected by:** PTO Board for 1-year term

**2016/17 Chair & Contact Information:** Karen Jones, [kj1969rocks@yahoo.com](mailto:kj1969rocks@yahoo.com)

9/6/17