

# Rosy Mound PTA

## Roles & Responsibilities

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**Position:** Vice President - Memberships

### **Responsibilities:**

- Be a member of Rosy Mound PTA.
- Read and be familiar with your bylaws, National PTA Handbook, and historical materials. Pay special attention to the Article on Duties of Officers.
- Be present at Board Meetings and Membership Meetings.
- Stay up to date on Rosy PTA events/activities.
- Sign up to receive Rosy PTA emails.
- Monitor and maintain the [memberships@rosypta.org](mailto:memberships@rosypta.org) emails.
- Responsible for implementing Membership Drives with incentives.
- File paperwork for memberships to Michigan/National PTA.
- Keep all records and material pertinent to Memberships up to date.
- Help maintain accurate membership information on the Bulletin Board.
- Utilize “iContact” email marketing system for communicating with all members and parents.
- Maintain a list of parents that require “hard copy” communication,
- Help establish a Nominating Committee.
- Act as an aide to the president & perform duties of the president in his/her absence.
- Turn in your **V.P. Membership Leader** Folder to the in-coming v.p. at the end of the year and allow time for shadowing.
- Follow the rules and guidelines of the National PTA.

### **General Membership Meetings**

- Provide updates on membership goals and opportunities.
- Carry reference material, list of members, approved budget, minutes, agendas, bylaws, PTA goals & objectives to each meeting.
- Have membership cards available for purchase at meetings.