

Board Member Volunteer Description

Membership Chairperson

Commitment Level:  September & October

Requirements:

1. Must be PTSA member (\$12/school year). This is a requirement in order to hold a board member position and handle PTSA funds.
2. Must be cleared to volunteer in the Kent School District. This must be completed every school year. <http://www.kent.k12.wa.us/domain/1057>
3. Must attend monthly PTSA board meetings typically held the 2nd Monday of each month.
4. Each board member shall be a member in good standing of the PTSA prior to assuming the roles and responsibilities of the position.

Training:

You will be trained by the former membership chairperson. You should also plan to attend one Washington State PTA sponsored training per year.

Responsibilities:

1. Create and run a membership campaign to encourage teachers, staff, and parents to purchase a PTSA membership.
2. Attend school events early in the year to promote PTSA memberships, i.e. Meet & Greet, Open House, etc.
3. Collect the membership information and money that is turned in.
4. Prepare a deposit for the money; weekly at the beginning of the year and only when needed for the remainder of the year.
5. Enter the memberships into the web-based system, PT-Avenue. Detailed instruction can be found here: https://sway.com/Dcv5bjwnSyr_QvDN
6. A copy of the Washington State PTA Membership chair handbook can be found here: https://www.wastatepta.org/wp-content/uploads/2016/12/Membership_HB_2016.pdf
(if prompted the login is user: Every password: Child)

If you would like more information on the job, please contact the former chairperson listed below.

Megan Carter, 206-832-9795, mcarter127@gmail.com

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