

# DIRECTOR OF MEMBERSHIP

## **Qualifications:**

- Be a current member of PTA.
- It is preferred to have previously served at least one year on a Utah PTA commission or committee.
- It is preferred to have served one term on a local or council PTA board.
- Have a knowledge and understanding of PTA programs.
- Be familiar with and knowledgeable about education and legislative issues.
- Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), the bylaws, and standing rules.

## **Job Description:**

1. Know and support the mission of Utah PTA.
2. Utilize and update position procedure book and other materials and be ready to pass on to successor.
3. Review and update website pages related to this position on a regular basis.
4. Serve as a member of both the Utah PTA Board of Directors and Board of Managers.
5. Organize and chair the Membership Committee.
6. Organize and oversee the membership pillar of the Strategic Plan yearly.
7. Report on membership and provide training at each board of directors meeting.
8. Serve as a member of the Utah PTA Leadership Convention Committee and Legislative Advocacy Committee.
9. Serve on subcommittees within the scope of the position, as well as on other committees as appointed or invited.
10. Build the membership of Utah PTA statewide through a Utah PTA membership campaign.
11. Work with the National PTA Membership Officer and committee and Utah PTA board of directors and membership committee to coordinate the National PTA membership campaign with the Utah PTA membership campaign throughout Utah.
12. Work with the president, in coordination with the Membership Committee, to create a membership goal, membership campaign, and a Membership Extension Plan to submit to National PTA.
13. Coordinate Membership Awards yearly in conjunction with the Awards Chair and Director of Leadership.