

**1st Vice President – Membership (may be Executive Board Member)**

Responsible for PTSA membership campaign. Attend various school functions to encourage parents, teachers and students to join PTSA. Prepare announcements to appear in Newsletter, Daily Bulletin, and Registration documents to encourage memberships. Visit Middle School PTSA meetings to encourage incoming parent memberships. Collect, track, and maintain member information following National PTA guidelines and WHS Security and Record Retention policies. Prepare membership cards, maintain PTA membership database, and distribute membership cards. Work with President and Activities Director to prepare Registration process documentation to be collected for memberships and class lists. Creates PTSA parent class lists and volunteer lists after Registration and distributes to appropriate representatives following Security and Record Retention policies. Report at PTSA General meetings on member status and revenue collected. Attend Executive Board Member meetings when necessary.