Membership Chair Job Description

1. Present a plan of work to the Executive Board. Send a copy to Clippings editor for publication. Keep a copy for this procedure book.
2. Determine theme for membership campaign or use the State and National theme.
3. Set membership contests and awards.
4. Submit articles promoting membership to Clippings for publication. Check the Yearbook for deadlines for these articles.
5. Keep accurate accounting of units memberships sent into State PTA.
6. Report at monthly Council meetings on units membership numbers.
7. Keep the procedure book up to date.
8. When the project has been completed please submit an annual report to be placed in this procedure book to pass along to your successor.
9. All receipts along with the reimbursement form must be presented to the treasurer for reimbursement.
10. Perform other duties pertaining to this position.

Suggested Plan of Work Outline

Each chairman should present a plan of work to the executive board for consideration at the beginning of the term in office.

This plan of work should include:

1. Your understanding of the responsibilities of your chairmanship.
2. Your goals as a chairman for your particular chairmanship.
3. How is each goal accomplished? (Plans and time frame)
   Goal:
   Strategies:

Goals and strategies might include:

1. Your plans to promote your chairmanship/program.
2. Your plans to submit article(s) to Clippings.
3. Your plans to keep the procedure book up to date so that it can be passed along to your successor.

Make copies of your plan of work for:

1. The procedure book
2. Vice-President/Director of the Department
3. Council Clippings Editor
4. Council President