

General Job Description Vice President for Membership

Basic Functions:

Serves as an elected officer, representing the membership and best interests of the association.

Maintains open communication with and exercises personal leadership in the motivation of the other officers, board members, and the membership-at-large.

Takes part in monitoring and evaluating organizational performance and effectiveness.

Is, or is willing to become, familiar with the function of Oregon PTA and National PTA.

Duties, Responsibilities and Authority:

- Be fourth in succession to the President.
- Create an annual plan of work, with goals and actions, prior to July 1st. This plan shall include membership activities, training, OneVoice articles, awards and other incentives.
- Attend all meetings of the Board of Directors, Executive Committee, Convention, and State Board workshop/training sessions.
- Study specific activities and duties of office and perform these activities and duties in a timely and professional manner.
- Provide membership education.
- Serve as chair of the Membership Committee, coordinating the implementation of the membership strategies through the committee. Including:
 1. Evaluate, revise and develop state membership materials.
 2. Be aware of and market membership resources to local units.
 3. Promote Membership awards.
- Serve as chair of the New Unit and Dissolution/Disaffiliation Committees.
- Serve on additional committees of the Board of Directors as needed.
- Provide a written report at all Board of Directors meetings and as requested by the President.
- Provide an annual report to the state convention body.