

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	Membership Chair
Past Chair/Co- Chairs:	Susan Gould, Marian Stanton
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	Mostly in September/October, but small amount is ongoing through March
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	Approx. 5 hours in the fall, then approx.. 1 hour the rest of the year
Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)	PTSA Chairs, District Membership Chair.
Job Description:	Responsible for creation of forms, communication and entering of all Park Road PTSA membership information.
Outline or Schedule of Duties/Responsibilities:	Membership forms must be updated and mailed out with the Park Road August Mailing each year. Check the PTSA mail bin at school throughout the year for membership forms. (Bulk will come in September) Enter forms into District Membership database and forward payments to District Membership Chair.
Supplies Needed:	None