



SOUTH DAKOTA PTA VICE-PRESIDENT OF MEMBERSHIP

- a. Attend and participate in South Dakota PTA annual conventions and meetings of the South Dakota PTA Board of Directors and Executive Committee and provide a report
- b. Submit articles for SD PTA communications
- c. Attend SD PTA Membership Committee meetings
- d. Develop and train SD PTA Membership Committee
- e. Develop and implement the annual membership campaign including goals and action plan
- f. Liaison with SD PTA Office Manager on membership issues
- g. Inform SD PTA President on membership issues and activities
- h. Review monthly membership report sent to National PTA by the SD PTA Office Manager and provide summary to SD PTA Board of Directors at scheduled meetings
- i. Coordinate membership activities for SD PTA Convention and leadership training events
- j. Provide materials, in collaboration with the Membership Committee, for unit and council mailings and trainings to the SD PTA Office Manager
- k. Provide membership assistance to units and councils
- l. Assist in starting new SD PTA units
- m. Review bylaws annually and make recommendations on membership related issues
- n. Prepare and present membership program orientation for new Board of Directors
- o. Provide membership recruitment and retention training to Council PTA Presidents
- p. Attend National PTA membership conference calls