

Madden Elementary School PTO

Plan of Work

Position	Membership Chair
Position Type	Elected – Executive Board
Role Overview	The Membership Chair shall oversee activities of the Membership Committee. The Membership Committee shall conduct an annual drive, be responsible for new membership registration throughout the school year, and compile an accurate PTO membership list. Designated Ad Hoc Committees deemed necessary shall report to the Membership Chair
Budget for Role Activities	\$0.00

Required Activities	Start Date	Completion Date	Notes	Budget
Pre-K / Kindergarten Orientation Table			<ul style="list-style-type: none"> Coordinate with VIPS to ensure volunteers are available for all Pre-K and Kindergarten Orientation Programs Present PTO to parents for each session <ul style="list-style-type: none"> Coordinate details with Exec Board/School Admin for more formal presentation than has happened in the past (Cross-Ref to Treasurer) Coordinate with Spirit Wear chair for inventory to be on-hand for sale Welcome Packets for new parent - Annual update and have printed copies on-hand for distribution 	\$0.00
Maintain Membership List			Coordinate with Spirit Wear chair to ensure any items ordered as part of Membership purchases (t-shirts) are correctly ordered and delivered	\$0.00
Meet the Teacher			<ul style="list-style-type: none"> Coordinate with VIPS to ensure volunteers are available Meet the Teacher Night Coordinate with Spirit Wear chair for inventory to be on-hand for sale Welcome Packets for new parents available for distribution 	\$0.00
Membership Drive	July 1	(Aug 31-Sept 15)	<ul style="list-style-type: none"> Coordinate with Board to determine Membership Drive incentives for Teachers/Grades (including approval of Administration) <ul style="list-style-type: none"> \$10 budget per grade \$20 membership reimbursement for overall school winner Minimum of 50% classroom total for eligibility for incentives Advertise Membership Drive to Parents and Teachers ahead of Meet the Teacher Notify Board and provide “leaderboard” information to administration throughout Drive Announce incentive winners and deliver prizes within 2 weeks of close 	\$100.00
Ongoing			Ensure Administration has physical and digital copies of the Welcome Packet for distribution for new registrations throughout the year	

Provide Member List for ballot check-in for Elections		May PTO Meeting	Provide hard-copy member lists for ballot check-in for elections <ul style="list-style-type: none"> ● Assist with member check-in and ballot distribution 	

Resources