

The Vice President for Membership shall:

1. Serve as Membership Chairman and work as an assistant to the President.
2. Serve as Awards Chairman. Arrange for the purchase of awards for the annual convention. Publicize the awards as appropriate.
3. Provide membership information to units. The Membership Resource Packet will be updated on the web site in August.
4. Contact units that have not sent in membership reports by October 1st and notify the District Manager.
5. Stay current on the status of the membership of each unit.
6. File reports to National PTA when due.
7. Maintain communication with State PTA Office for membership information and membership card distribution.
8. Notify in writing all units who have not reported membership as of September 30.
9. Update information and procedures for organizing and disbanding units; prepare and have available pre-organization and post-organization packets for prospective units.
10. Send a letter from the president to each local unit indicating the number of voting delegates allowed for state convention 30 days before convention.
11. Act as the Diversity Chairman in the absence of a chairman.
12. Act as the Male Participation Chairman in the absence of a chairman.
13. Serve as a member of the Committee on State and Local Relations.
14. Update board report document in Google Drive.
15. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
16. Tabulate and read the credentials report count at Convention. Perform other convention duties as outlined in the Convention Guidelines.
17. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

Position Requirements:

- Prior experience in unit and minimum one-year experience on the State Board.
- Familiarity with the Local Leader Kit and the National PTA web site.
- Understanding of State and National PTA bylaws.
- Leadership ability.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.