

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
01/26/2015

Position Summary

Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
- Works closely with sunshine coordinator, communications VP, Playgroups coordinator, Popsicle Party committee chair, volunteer coordinator, and other small groups as pertains to the creation, development and retention of RECPTA members
- Oversees the creation, development, and delivery of new member package (i.e. membership card mailing and accompanying literature or letter.
- Collects membership dues for treasurer (i.e. assists with open invoice follow-up, manages dues collections via member registration forms on website)
- Assists in membership retention activities
- Attends general meetings and assists in filling open volunteer opportunities within the general membership
- Ensures that attendance files from general meetings are recorded and that database information is prepared for directory in a timely fashion
- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
- Establishes minimum communication and meeting frequency criteria for playgroups
- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
- Attends board meetings and represents playgroups, small groups as well as all other areas of responsibility to the executive board.
- Acts as president in president’s absence

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

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- Collects membership dues for treasurer (i.e. assists with open invoice follow-up, manages dues collections via member registration forms on website)
- Assists in membership retention activities
- Attends general meetings and assists in filling open volunteer opportunities within the general membership
- Ensures that attendance files from general meetings are recorded and that database information is prepared for directory in a timely fashion
- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
- Establishes minimum communication and meeting frequency criteria for playgroups
- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
- Attends board meetings and represents playgroups, small groups as well as all other areas of responsibility to the executive board.
- Acts as president in president’s absence

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

Approximate time commitment: 15 hours a month.

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
01/26/2015

Position Summary

Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
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- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
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- Oversees the creation, development, and retention of playgroups and small groups

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- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
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1st Vice President
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Board Position Reports to: President
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- Acts as president in president’s absence

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

Approximate time commitment: 15 hours a month.

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
01/26/2015

Position Summary

Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
- Works closely with sunshine coordinator, communications VP, Playgroups coordinator, Popsicle Party committee chair, volunteer coordinator, and other small groups as pertains to the creation, development and retention of RECPTA members
- Oversees the creation, development, and delivery of new member package (i.e. membership card mailing and accompanying literature or letter.
- Collects membership dues for treasurer (i.e. assists with open invoice follow-up, manages dues collections via member registration forms on website)
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- Attends general meetings and assists in filling open volunteer opportunities within the general membership
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- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
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Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
- Works closely with sunshine coordinator, communications VP, Playgroups coordinator, Popsicle Party committee chair, volunteer coordinator, and other small groups as pertains to the creation, development and retention of RECPTA members
- Oversees the creation, development, and delivery of new member package (i.e. membership card mailing and accompanying literature or letter.
- Collects membership dues for treasurer (i.e. assists with open invoice follow-up, manages dues collections via member registration forms on website)
- Assists in membership retention activities
- Attends general meetings and assists in filling open volunteer opportunities within the general membership
- Ensures that attendance files from general meetings are recorded and that database information is prepared for directory in a timely fashion
- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
- Establishes minimum communication and meeting frequency criteria for playgroups
- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
- Attends board meetings and represents playgroups, small groups as well as all other areas of responsibility to the executive board.
- Acts as president in president’s absence

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

Approximate time commitment: 15 hours a month.

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
01/26/2015

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- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
- Establishes minimum communication and meeting frequency criteria for playgroups
- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
- Attends board meetings and represents playgroups, small groups as well as all other areas of responsibility to the executive board.
- Acts as president in president’s absence

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

Approximate time commitment: 15 hours a month.

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
01/26/2015

Position Summary

Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
- Works closely with sunshine coordinator, communications VP, Playgroups coordinator, Popsicle Party committee chair, volunteer coordinator, and other small groups as pertains to the creation, development and retention of RECPTA members
- Oversees the creation, development, and delivery of new member package (i.e. membership card mailing and accompanying literature or letter.
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Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

Approximate time commitment: 15 hours a month.

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
01/26/2015

Position Summary

Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
- Works closely with sunshine coordinator, communications VP, Playgroups coordinator, Popsicle Party committee chair, volunteer coordinator, and other small groups as pertains to the creation, development and retention of RECPTA members
- Oversees the creation, development, and delivery of new member package (i.e. membership card mailing and accompanying literature or letter.
- Collects membership dues for treasurer (i.e. assists with open invoice follow-up, manages dues collections via member registration forms on website)
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- Attends general meetings and assists in filling open volunteer opportunities within the general membership
- Ensures that attendance files from general meetings are recorded and that database information is prepared for directory in a timely fashion
- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
- Establishes minimum communication and meeting frequency criteria for playgroups
- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
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Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
- Works closely with sunshine coordinator, communications VP, Playgroups coordinator, Popsicle Party committee chair, volunteer coordinator, and other small groups as pertains to the creation, development and retention of RECPTA members
- Oversees the creation, development, and delivery of new member package (i.e. membership card mailing and accompanying literature or letter.
- Collects membership dues for treasurer (i.e. assists with open invoice follow-up, manages dues collections via member registration forms on website)
- Assists in membership retention activities
- Attends general meetings and assists in filling open volunteer opportunities within the general membership
- Ensures that attendance files from general meetings are recorded and that database information is prepared for directory in a timely fashion
- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
- Establishes minimum communication and meeting frequency criteria for playgroups
- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
- Attends board meetings and represents playgroups, small groups as well as all other areas of responsibility to the executive board.
- Acts as president in president’s absence

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

Approximate time commitment: 15 hours a month.

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
01/26/2015

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- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
- Establishes minimum communication and meeting frequency criteria for playgroups
- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
- Attends board meetings and represents playgroups, small groups as well as all other areas of responsibility to the executive board.
- Acts as president in president’s absence

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

Approximate time commitment: 15 hours a month.

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
01/26/2015

Position Summary

Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
- Works closely with sunshine coordinator, communications VP, Playgroups coordinator, Popsicle Party committee chair, volunteer coordinator, and other small groups as pertains to the creation, development and retention of RECPTA members
- Oversees the creation, development, and delivery of new member package (i.e. membership card mailing and accompanying literature or letter.
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Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

Approximate time commitment: 15 hours a month.

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
01/26/2015

Position Summary

Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
- Works closely with sunshine coordinator, communications VP, Playgroups coordinator, Popsicle Party committee chair, volunteer coordinator, and other small groups as pertains to the creation, development and retention of RECPTA members
- Oversees the creation, development, and delivery of new member package (i.e. membership card mailing and accompanying literature or letter.
- Collects membership dues for treasurer (i.e. assists with open invoice follow-up, manages dues collections via member registration forms on website)
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- Attends general meetings and assists in filling open volunteer opportunities within the general membership
- Ensures that attendance files from general meetings are recorded and that database information is prepared for directory in a timely fashion
- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
- Establishes minimum communication and meeting frequency criteria for playgroups
- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
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Oversees the organization and implementation of annual membership drive. Develops and oversees new member package creation and delivery. Collects membership dues via management of member registration forms on website or manual registrations. Oversees membership database and assists new members with website orientation. Oversees the formation and maintenance of playgroups, small groups and all other facets of membership creation, development and retention. Represents playgroups, small groups and all other related committees to the executive board.

Essential Functions

- Acts as first point of contact for all membership-based inquiries
- Create/Update and manage membership registration forms on website including monitoring of pending invoice payments
- Assist new and renewing members with website navigation assistance as it pertains to membership enrollment, renewal, and initial e-list subscription settings
- Works closely with sunshine coordinator, communications VP, Playgroups coordinator, Popsicle Party committee chair, volunteer coordinator, and other small groups as pertains to the creation, development and retention of RECPTA members
- Oversees the creation, development, and delivery of new member package (i.e. membership card mailing and accompanying literature or letter.
- Collects membership dues for treasurer (i.e. assists with open invoice follow-up, manages dues collections via member registration forms on website)
- Assists in membership retention activities
- Attends general meetings and assists in filling open volunteer opportunities within the general membership
- Ensures that attendance files from general meetings are recorded and that database information is prepared for directory in a timely fashion
- Prepares Texas PTA dues reports in a timely manner for October 15th and March 15th submission deadlines
- Assists Sunshine coordinator by alerting of new members with due dates in the next 30-60 days.
- Assists Sunshine Chair when needed
- Oversees the creation, development, and retention of playgroups and small groups

- Acts as liaison and manager between the board, communications VP and playgroup coordinator to foster high quality playgroup leadership, promotion and member engagement
- Establishes minimum communication and meeting frequency criteria for playgroups
- Oversees the creation and development of “New Family Group” and “All Ages” playgroups to be managed by Playgroup coordinator
- Attends board meetings and represents playgroups, small groups as well as all other areas of responsibility to the executive board.
- Acts as president in president’s absence

Requirements

Excellent organizational and interpersonal skills. Ability to speak knowledgeably about RECPTA and its programs. Willingness to learn and work in membership related areas of the website (user friendly WZYWG editor available for HTML creation and formatting along with video training for most topics. If chosen as one of RECPTA’s 2 main website administrators access to Memberclicks Help Desk via phone or email also available for all support questions.) Ability to prepare documents and to work in a fast-paced, high-energy environment to produce documents in a timely manner. Working knowledge of Microsoft Office/Excel necessary for creation of member dues reports. Ability to lead a diverse group of volunteers to accomplish a variety of tasks with tight deadlines. Attendance at board meetings and general meetings is a requirement of the position.

Approximate time commitment: 15 hours a month.

1st Vice President
Membership

Board Position Reports to: President
Positions Overseeing: Playgroup Coord,
Popsicle Party Committee, Lifetime
Membership Committee, Small Group
Leaders (i.e. wine, book, craft, brocpta)
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