**HANES MIDDLE SCHOOL**  **PTSA MEMBERSHIP ROLE**

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| **Summary:** | The PTSA membership chairperson is responsible for creating and implementing a membership plan, promoting membership throughout the year, collecting dues, and distributing membership cards. |
| **Time Commitment:** | Meetings; data entry; (approx. 15 hours per year). |
| **Duration:** | August through June |
| **Important Dates:** | PTSA meetings - Every second Monday of the month from August through May of the current school year from 6:00 p.m. to approximately 7:00 p.m. Additional meetings, events, and activities deemed appropriate by the association. |
| **Accountable To:** | PTSA President |
| **TIMELINE** |
| **Ongoing:** | Report membership progress at all PTSA meetings. Maintain a list of members and ensure all members are entered in the NCPTA database. Set attainable membership goals. Create year-long calendar of membership events. Include due dates set by district PTA for remittances and for awards and incentive. Attract new members, retain previous members. Include student, teachers and staff involvement element in the campaign. Promote membership through newsletter, website, social media, and email invitations. |
| **August:** | Staff Breakfast.Orientation/Open House. |
| **September:** | STEM Club Expo.Curriculum Night.First General PTSA Meeting. |
| **December:** | Second General PTSA meeting. |
| **May:** | Third General PTSA meeting. |
| **June:** | Transition Meeting. |
| **RESOURCES** |
| [NCPTA Database](https://www.ncpta.org/db/) |