

# **Adolphus PTO Membership Job Description (150+ hrs.)**

## Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understand the organizations' mission, by laws, and conflict of interest policy
- Effective organizational, and communication skills
- Good computer skills
- Good listening and problem solving skills

## Responsibilities:

- Participate in executive and general board meetings and provide input for decisions
- Create a filing system at your house, school & computer
- Retain all accurate official membership records
- Help be a liaison between the PTO and new families
- Additional duties as defined in the PTO's bylaws

## Typical Annual Tasks:

- Plan the annual PTO Membership drive
- Define membership levels and create membership form for executive board approval
- Meet with Principal & Teacher Representatives to promote teacher participation in membership
- Help complete the Welcome Packets with the President and Secretary
- Create an electronic / paper record of each PTO member and students

## Typical Monthly Tasks:

- Report monthly at general meeting any new members
- Ensure that only PTO members are participating in activities including meetings, voting etc.
- Coordinate with board members and provide membership lists for any items included with their membership level that fall under their job descriptions.
- Coordinate with the treasurer when receiving membership dues

## Typical Weekly / Daily Tasks:

- Check the PTO box in front office and workroom mailbox
- Help maintain bulletin board, website & social media as needed
- Respond to emails, question, concerns from, staff, and parents
- Update the membership activity, dues paid, etc.

