



Bell Elementary PTSA Vice President of Fundraising & Membership Role Description

Fundraising duties

1. Attend all Board Meetings and General Meetings of the A.G. Bell PTSA. Provide a written report to the President, as applicable.
2. Responsible for developing, planning and managing fundraisers that achieve the PTSA's stated fundraising goal. Work involves all levels of involvement from the big picture to overseeing committees responsible for all event details.
3. Recruit Chairpersons and volunteers for committees as needed throughout the school year, for this year and the following year. See committee below.
4. Provide a written report at all meetings of the current status of committees and volunteers for Fundraising
5. Maintain an updated and complete list of all committee chairs and volunteers, and provide a list of past or interested volunteers to the committee chairs. Provide all lists to the President and any Board Member who requests it.
6. Provide support for all Committee Chairs to ensure the chairperson has all he/she needs to manage the committee
7. Review opportunities to implement new fundraisers
8. Maintain the VP of Fundraising notebook (digital) and pass it on to the incoming VP with instructions

Committees to include **but not limited to:**

- Primary fundraiser for the year (e.g., Rock the Walk, Fun Run, direct donation drive)
- Corporate matching
- Employee Time Match
- Spirit Wear
- Popcorn
- Candy Buy Back
- Dine-Outs
- Other (e.g., Team Tickets, Wine Tasting, Grant writing)



Membership duties

1. Attend all Board Meetings and General Meetings of the A.G. Bell PTSA. Provide a written report to the President, as applicable.
2. Follow the "Membership Chair How To" guidelines as stated in the Washington State Membership Handbook.
3. Duties to include:
 - a. Plan and prepare a Fall Membership campaign to include materials, updated membership forms, and collections of fees.
 - b. Advertise and advocate to increase membership
 - c. Maintain a list of membership dues paid including the names and addresses of all members
 - d. Enroll and maintain accurate membership records in the web-based membership system on the state website (Member Planet)
 - e. Ensure timely and accurate payment of Membership Fees to the WA State PTA Council
 - f. Keep an up-to-date roster of members
 - g. Plan and prepare Spring Membership Campaign to include campaign materials, updated Membership Forms, and collections of fees.
 - h. Recruit Chairpersons and volunteers for committees as needed throughout the year for this and the following year.
4. Complete at least 3 Membership Campaigns throughout the year.
5. Provide a written report at all meetings of the current status of committees and volunteers for Membership.
6. Coordinate recruitment of volunteers and maintain lists of people interested in various activities. Maintain contact with volunteers and recruit throughout the year.
7. Maintain the VP of Membership notebook and pass it on to the incoming VP with instructions.



BELL PTSA ORGANIZATIONAL STRUCTURE

