

CORRESPONDING SECRETARY/MEMBERSHIP

The Corresponding Secretary/Membership conducts the PTA membership drive in the fall. He/she coordinates publicity to increase parent and teacher participation, collects all membership forms, compiles and maintains all membership records and ensures proper registration with local, state and national PTA's. The Corresponding Secretary oversees the distribution of the PTA school directories. He/she attends all PTA and Board of Directors meetings, takes roll at all PTA meetings and brings a current membership list to each PTA meeting. Once the activities for the membership drive subside, the Corresponding Secretary takes on the role of doing the Weekly Update. At the end of the year, the Corresponding Secretary coordinates the PTA Hail and Farewell potluck dinner.

03/09