

Membership Committee

END OF TERM RESPONSIBILITIES

There are some important tasks to complete before the end of your term as Membership Chairman:

- o Ensure all membership per capita has been forwarded through the appropriate channels.
- o Bring the procedure book up to date. If you didn't get one, make one for your successor.
- o Evaluate this term's membership campaign.
- o Write a report detailing the theme, incentives, any resources or contacts you used, any issues or problems you encountered as well as the successes you had. Also make note of suggestions or recommendations for next term's committee.
- o Provide a final membership list to the president, secretary and treasurer.
- o Retain a copy of the list in the procedure book.
- o Turn over all materials and records to your successor (next year's membership chairman) or the incoming president. These should include:
 - accurate accounting of members and dues per capita sent forward
 - an outline and timeline of activities
 - a roster of the committee members with contact information
 - a copy of the membership list
 - the procedure book
 - any membership resources and printed materials
- o Order membership envelopes from your council PTA (if in council) or the district PTA.
- o Provide information for next year's committee on how and where to order recruitment brochures.
- o Allow yourself to be an additional resource for your successor *when asked*.