

# Membership Coordinator Job Description

## Attend all Executive Board meetings

### August 1:

- Prepare membership report by district for Executive Board
- Print out current membership lists & email to directors and reps
- Post district lists on googledocs
- Print labels for District Directors mailings if requested

### Late August:

- Send out new membership certificates with materials on PAL conferences and /or September PASC News to paid member schools
- Send New Advisor Handbook to each new advisor.
- Send out Second Dues Notice with PAL conference materials and/or September **PASC NEWS** to non-paid PASC member schools

### November 1:

- Prepare membership report for distribution to the Executive Board at the State Conference.
- Print out current membership lists & email to directors & reps & post on googledocs

### December 1:

- Send Third Dues Notice to Principals of PASC member schools to complete collection of dues.
- Notify the Executive Director of schools by district that have not as yet paid dues as often as needed
- Provide the Executive Director with advisor's email address if available

### January 3:

- Provide Executive Director with an updated report of dues collected by December 31 for inclusion in year end financial report and preparation of the new fiscal budget

### January 10:

- Prepare membership report by district for Executive Board
- Print out current membership lists
- Print labels for District Directors mailing (M/MN schools) – as needed

### March 1:

- Prepare membership report by district for Executive Board Report basis for Regional Reps mailing expense account
- Print out current membership lists & email to directors & reps and post on googledocs
- Print labels for Publications Coordinator for PASC Summer Workshop Brochure (MNM schools)

**April 15:**

Send out First Dues Notice for the upcoming school year  
Include "What's PASC" Brochure created by the Publications Coordinator as directed by the Executive Board.

**April-August:**

Record Dues  
Send New Advisor Handbook to new advisors  
Prepare membership certificates for distribution on September 1

**On-Going Tasks:**

Update email addresses to PASC Executive Director and person sending **PASC NEWS** to  
Provide additional labels for mailings to the Executive Director and other members of the Executive Board as requested the Executive Director

Work with the PASC Grant Writer to provide financial information and documentation needed for successful implementation of grant proposals

Send certificates of membership to those who respond to Second Notice and new member schools

Send New Advisor Handbook to those identifies as new advisors.

Adopted: March 2003  
Revised: January 2010