

Membership Quick Start Guide

Job Description

The job of the Membership Chair is to organize the association's membership, report and remit dues to Texas PTA, plan recruiting drives and implement member retention practices.

Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Local PTA members are also members of the state and national association and should be reported to Texas PTA within five days of joining
- Total dues amount is the sum of the following:
 - Local PTA dues = Amount per member determined by membership (check your Local PTAs bylaws)
 - Texas PTA dues = \$2.25 per member
 - National PTA dues = \$2.25 per member
- Texas and National PTA portion of dues (\$4.50 per member) are remitted to Texas PTA with the membership roster
- Recognize outstanding members and PTA supporters with a Texas Honorary Life Membership award
- Texas PTA provides membership cards to Local PTAs during the summer based on previous year's membership totals; cards should be distributed to members immediately upon joining
- Membership card template for printing labels for cards is located on the Membership Chair's page on Texas PTA's website
- Review past membership procedure book
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation Training
- Take advantage of training from Council, Area, Texas and National PTA
- Become familiar with the National and Texas PTA resources

Important Dates

- May 1 Report newly elected officers to Texas PTA via the Local Officer Information Form
- June National PTA Convention
- July Summer Leadership Seminar
- July Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
- September 30 Early bird dues deadline for reporting members to Texas PTA
- October 14 Membership expiration date
- October 15 Fall Membership Reporting
- February Rally Day at the Capitol (Odd-numbered years)
- February Texas PTA Family Engagement Conference and Annual Convention (Even -numbered years)
- March 15 Spring Membership Reporting

Resources

Texas PTA Membership Resource Guide
Texas PTA website
National PTA website
Your PTA's Bylaws
The Official Back To School Kit

[Available for purchase or free download at www.txpta.org](http://www.txpta.org)
www.txpta.org
www.pta.org
[PTA officers may request a copy from Texas PTA](#)
[Available through National PTA](#)



Contacts

Texas PTA
Member Services Department
Finance Department
Texas PTA Membership Chair

1-800-TALK-PTA
membership@txpta.org
accounting@txpta.org
membershipchair@txpta.org

