

Katy Parents of Gifted & Talented, Inc.

Vice President - Membership

Term of Office

The Vice President – Membership is an officer elected by a vote of the general membership for a two-year term in compliance with the bylaws. Election and installation occurs at the Spring General Membership Meeting. The term of office begins and ends at the end of the Katy ISD school year. Should a vacancy occur mid-term, the Board may elect a replacement by majority vote.

Qualifications

The VP – Membership must have excellent organization and database management skills. The VP – Membership must also have well-developed time management skills and be able to deliver on promised outcomes in a timely manner. Proficiency with computers, database management, mail merge processes and email is required. Possess an ability to speak about the mission and accomplishments of KPGT in front of large audiences to promote membership and donations to KPGT.

Position Description:

The VP – Membership promotes, processes and maintains records of memberships and donations to KPGT. The VP – Membership must attend many evening events scheduled by Katy ISD in the first few months of each school year to encourage membership and donations. All officers of KPGT must hold membership in the organization and demonstrate commitment to the work of the organization.

DUTIES (include, but are not limited to):

1. Maintain a current and accurate database of members and contributions in hardcopy and electronic forms and segment the membership list as required
2. Receive membership forms and payments via mail and in person at events
3. Accurately and promptly enter membership data from hardcopy forms to member database
4. Promptly and accurately report membership information to the Board and in the newsletter
5. Promptly and professionally respond to membership status inquiries
6. Create and mail tax receipts to all members before required deadlines
7. Attend KPGT events to greet members, handle membership inquiries, and assist new member sign-ups. Print current membership rosters when required for verifying KPGT event admission
8. Devise plans for expanding membership and address identified needs/wants of members and submit for Board approval
9. Execute Board-approved plans to expand membership
10. Maintain an appropriate number of KPGT tri-fold membership forms and make them available at KPGT and KISD GT events and/or distribute via Liaisons as required
11. Attend KISD GT events with membership boards, forms, rosters and email sign-in sheets. Deliver KPGT introductory message/greeting to the audience as requested by KPGT President
12. Prepare for and actively participate in monthly Board meetings and Liaison meetings
13. Address concerns of Liaisons, GT teachers and Board members in a timely manner
14. Promote the vision and mission of KPGT to people of diverse cultures, ethnicities and backgrounds
15. Retain records and transfer to incoming VP – Membership as part of transition
16. Demonstrate commitment to and promote awareness of the work of the organization
17. Foster a positive working relationship with other board members, volunteers, and Katy ISD staff
18. Be aware of and disclose any conflict of interest. Abstain from any action where such conflict may exist.

Generally, Board members are parents of children participating in the GT program of Katy ISD. The KPGT Bylaws require all Liaisons and KISD committee members to be parents of GT students. A minimum of 2/3 of the Board must be parents of KISD GT students. Compliance will be the responsibility of the Board and nominating committee.