



# PPMTA Job Descriptions

---

If you get the opportunity, volunteer to hold a board position or be part of a festival committee. It's great experience, great fun, and PPMTA needs YOUR expertise

## Third Vice President for Membership

**Job Summary:** *Responsible for the recruitment of new members, sends out information to prospective members, and appoints mentors for new members. Member of the Executive Board.*

**Essential Functions:**

- Orders and distributes PPMTA business cards for display in local music stores.
- Maintains membership roster and forwards updated data to Webmaster for online member directory.
- VP/Membership is the contact person linked to the PPMTA google phone number (719) 888-9401 and will direct all incoming calls.
- Calls and forwards information to prospective members.
- Assigns new member mentors.
- Reviews MTNA membership information received from Treasurer for accuracy.
- Prior to monthly meetings obtains updated PPMTA membership info through the [www.co.mtna.org](http://www.co.mtna.org) State Portal.
- At monthly meetings: reports new membership information at board meetings; welcomes and introduces new members to general membership; supplies name tags; prepares and oversees attendance sheet at general meetings.
- Prepares and sends greeting cards (condolence, birth of a child, get well, etc.) as directed by the President.
- Forwards meeting attendance reports to Secretary for electronic archival.