

Duties of PAB Membership Chair

- a. Receive and track PAB membership forms and payments received at registration. Keep a copy of each form received before giving payments to the treasurer.
- b. Maintain a spreadsheet of memberships which is shared with the President, Executive VP and Treasurer.
- c. Must be able to attend all registration days (including the make up day) on campus as this is where we receive most of our donations for the school year. On Campus registration days are usually 2-3 days, with 1 day as a makeup day. Usually this happens at the beginning of August.
- d. Track and enter memberships and donations made online.
- e. Continue to track donations made after registration.
- f. Report to the Discipline VPs any data they need regarding families who have reached certain donation levels (some season ticket programs rely on membership levels to determine season ticket perk).
- g. After October 1st, compile a list for our Patron Wall and have updated Patron Wall panels printed through the CUSD Printer. Replace the panels with the newly printed panels once they arrive.

