

Membership Chairperson Job Description

- ▣ Must attend all board meetings
- ▣ Attend any MTA trainings or conferences necessary for union role
- ▣ Organize all social events
- ▣ Bring a snack and drink to all board and special meetings to be paid for by union
- ▣ Arrange for meeting space for all board and special meetings
- ▣ Attend central office monthly meetings when invited by SPA president or you may ask president to attend if issues arise.
- ▣ Make contact with new members either face to face, email or by regular mail within 2 weeks of hire date.