Call for Nomination of Committee Chairs

Nominations are now being accepted for Committee Chairs of the Tennessee PTA Board of Managers. All members are welcome to nominate a candidate for a chair position (you may nominate yourself). The main qualification needed is dedication to all children and to PTA.

**Complete the attached letter of interest and submit it to the Tennessee PTA Office.**

The Tennessee PTA President appoints the committee chairs and they are approved by the Executive Committee at the April 2019 Board of Managers meeting. All terms of office are two (2) years and begin July 1, 2019.

**Responsibilities for All Chairs:**

1. Participate in three Board of Managers meetings per year (they are typically held Friday through Sunday in July, November and March, usually in Nashville) and Board of Managers conference calls (flexibility is required).
2. Participate in the combined Spring Board Meeting/Annual State PTA Convention typically held Thursday through Sunday in April (locations vary throughout the state). Flexibility of scheduling is required.
3. Respond promptly to emails and requests.
4. Serve on 3-5 additional committees
   - Workload of committees vary.
5. Submit quarterly activity reports.
6. Help build the membership of Tennessee PTA.
7. Create a plan of work and oversee the work of his/her committee, if applicable.
9. Create or update materials pertaining to his/her committee to be sent to local units and to post on the Tennessee PTA website.
10. Conduct monthly committee conference calls/communications.
11. Represent Tennessee PTA at the request of the President.
12. Participates in the recruitment, retention and outreach to local units.

**Major Responsibilities for Individual Committees:**

**Arts in Education and Scholarship Committee:** Manages and coordinates the Arts in Education and scholarship programs of Tennessee PTA preparing materials, processes the winning entries and keeps records, notifies winners, and works with the VP of Communication and Student Programs to plan the student awards event.

**Bylaws and Standing Rules Committee:** Reviews local unit and council bylaws, suggests and prepares amendments to the local, council templates. Receives and reviews recommended amendments to the Tennessee PTA Standing Rules for transition to approval. Receives and reviews recommended amendments to the Tennessee PTA bylaws for submission and transition to the convention floor for general membership approval.

**Diversity and Cultural Inclusion Committee:** Promotes diversity in all of its aspects and full involvement at all levels of the association. Evaluates systems and progress of diversity efforts. Educates PTA leadership on cultural competency and cultural sensitivity to improve the association’s ability to address issues of diversity. Collaborates with outside organizations to assist with identifying diverse leaders for inclusivity. Participate in and organize diversity and emerging minority leadership conferences, events, and other activities.
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**Early Childhood Education and Family Development**: Keeps current on educational and developmental issues and reports to the board, suggests and writes resolutions on issues when needed, presents workshops, and writes newsletter articles on issues. Conducts outreach to local units and councils on programs, forums, sessions and materials on health and mental development for the wholeness of the child and family.

**Family and Community Engagement Committee**: Educates members on the importance of family, community and diverse engagement and offers tips to improved involvement. Works to educate and implement the PTA Standards for Family-School Partnerships programs and encourage participation in the National PTA School of Excellence Program. Promotes the creation of nontraditional PTA units.

**Marketing and Communications Committee**: Works with media and communication mediums to promote PTA events, arranges publicity events, and creates marketing materials for Tennessee PTA. Works with state committees to review and produce publications and other professional effective marketing materials.

**Membership Committee**: Creates a state membership campaign and determine membership goals and awards. Helps local chairs with membership reporting and recruiting techniques. Oversees the tabulation, recording and reporting of membership totals. Is responsible for planning, processing and distributing all membership awards, plans a membership event at Convention, which will include a workshop, if requested. Works with the MemberHub coordination.

**Reflections Committee**: Coordinates the Reflections program at the state level. Prepares materials, processes the winning entries and keeps reflections records. Notifies winners, plans and is master of ceremony at the Reflections celebration. Drafts communications and flyer as needed in support of the Arts in Education week.

**Region Director**: Works as the liaison between the local unit and councils within the region. Works with units and councils to stay in good standing, answers questions, and assists local units. Works with the membership committee on growth and retention. Charters new PTAs in region, and presents the value of PTA to unaffiliated groups. Arranges and presides at regional events. Works with units on compliance and governance to maintain “Good Standing” designations and to assist in the dissolution processes.

**Resolutions Committee**: Keeps current on state and national legislative activities, prepares resolutions, and gives direction to and encourages units and councils to submit resolutions on important statewide issues. Tracks National PTA Resolutions and communicates impacts to local units and councils.

**Resource Development Committee**: Works closely with the Budget Committee to acquire non-revenue sponsorships and donations in support of the proposed budget to offset membership. Seek to find sponsorships and in-kind donations for the Tennessee PTA, writes grants, and researches other methods of fund acquisitions. Coordinates, with the committee to write the prospectus and vendor/exhibitors agreements for review and approval. Maintains a list of sponsors and communicates renewal opportunities.

**State and Federal Legislative Committee**: Keeps the membership current on state and national legislative activities, attends legislative hearings, meetings and conferences, issues calls to action. Is a member of the Resolutions Committee. Coordinates a Legislative Day to include the “Students Storm the Hill”. Tracks and communicates relevant Federal and State education legislation to the membership for awareness and action. Surveys and communicates “Position Statements” to the membership at large for united efforts and action.
Let us know you're interested in leading the Tennessee PTA by submitting your letter of interest. Your name and contact information will be made available to the Tennessee PTA board. The deadline to submit your letter of interest is Monday, April 3, 2023.

Please indicate your interest in the following committee positions or as a region director. For questions that require a brief response, please select one box only. If you select multiple positions, please rank your preference by entering a number next to your choices. Please review the position descriptions at the link below to ensure your preference aligns with the duties of the position.

https://www.pta.org/volunteer/position-descriptions

*If you are nominating someone other than yourself, please complete the questions below to the best of your ability.

Name of candidate ____________________________

Address __________________________________________

Phone (Home) __________________ (Work) __________ (Alternate) __________

Email ________________________________

Name of submitter if not the candidate *

Phone ________________________________

Email ________________________________

* If you are nominating someone other than yourself, please complete the questions below to the best of your ability.

I wish to be considered for the following committee positions or as a region director (if you select multiple positions, rank them in order of preference):

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<tr>
<th>Rank</th>
<th>Committee/Position</th>
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<tbody>
<tr>
<td>☐</td>
<td>Arts in Education and Scholarship</td>
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<td>☐</td>
<td>Bylaws and Standing Rules</td>
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<td>Diversity and Cultural Inclusion</td>
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<td>Early Childhood Education and Family Development</td>
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<td>☐</td>
<td>Region Director</td>
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1. Why are you interested in the position you are applying for?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. What experience do you have that qualifies you for this position?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. What are your greatest strengths?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. How do you pursue your professional and personal opportunities for growth?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

5. How will your interests and skills support the mission of Tennessee PTA?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
6. What positions have you held in PTA (include all local, council, state, and national positions)?

________________________________________

7. Do you have daily access to email and a computer?  _______Yes  _______No

8. What computer and application experiences do you have?

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<th>SKILL (check all that apply)</th>
<th>None</th>
<th>Novice</th>
<th>Competent</th>
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<td>Other:</td>
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9. When are you available for a phone interview?

Please provide at least two references that can be reached by phone or email.

Name __________________________________________
Phone__________________________________________
Email __________________________________________

Name __________________________________________
Phone__________________________________________
Email __________________________________________

*If you are nominating someone other than yourself, do not sign this section.*

The information I have listed above is accurate. I have reviewed the responsibilities and job descriptions and would be interested in serving on the Tennessee PTA Board of Managers.

______________________________  _______________________
Signature                                      Date

______________________________________________
For Tennessee PTA use only

Interviewer Name: ________________________________  □ Check if by Committee
Interviewed: Date: ________________________________  □ Phone  □ In Person

References verified? Yes _____________  No ____________