

Call for Nomination of Committee Chairs



Nominations are now being accepted for Committee Chairs of the Tennessee PTA Board of Directors. 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.

After the election of the 2023-2025 officers, the incoming President shall call a meeting of the Officers-elect and the current President to elect the chairmen of standing committees and the Region Directors. All terms of office are two (2) years and begin July 1, 2023.

Responsibilities for All Chairs:

1. Participate in meeting of the Board of Directors that are held in the summer, fall and before each annual meeting. (typically held in Nashville, Friday - Sunday in July and October/November) and Board of Directors special meetings(flexibility is required).
2. Participate in the combined Spring Board Meeting/Annual Meeting typically held Friday through Sunday in April (location of meeting varies throughout the state). Flexibility of scheduling is required. Odd-numbered years will be in the Nashville area.
3. Respond promptly to emails and requests. The TNPTA email policy will be provided.
4. Serve on 3 to 4 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.
8. Submit articles for the Tennessee PTA Bulletin as assigned.
9. Create or update materials pertaining to his/her committee to be sent to local units and to post on the Tennessee PTA website and social media sites.
10. Conduct monthly committee conference calls/communications.
11. Represent Tennessee PTA at the request of the President.
12. Participates in 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, securing judges, manages 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 and approves local unit and council bylaws. Receives and recommends to the Tennessee PTA board of managers, amendments to the unit/council bylaws templates, Tennessee PTA Standing Rules, and the Tennessee State PTA bylaws. Prepares recommendations to the Tennessee State PTA bylaws for presentation during the Annual meeting for general membership approval. Tracks amendments to the National PTA bylaws for changes to the local unit, council and state bylaws.

Family and Community Engagement Committee: Educates members on the importance of transformative family, community and diverse engagement and offers tips to improved involvement. Works to educate and

Call for Nomination of Committee Chairs

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 Tennessee PTA, its 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, Diversity & Inclusion 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 implementation.

Reflections Committee: Coordinates the National PTA Reflections program at the state level. Prepares materials, manages the 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: Serves as the liaison between the local unit and councils within the region. Assists local units and councils to maintain good standing and answer questions. Works with the membership committee on growth and retention. Charters new PTAs in region and presents the value of PTA to unaffiliated groups. Organizes and presides at regional events. Works with units on compliance and governance to maintain "Good Standing" designations and assists 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. Seeks to find sponsorships and in-kind donations for the Tennessee PTA, writes grants, and research other methods of fund acquisitions. Coordinates, with the Convention Committee to write the prospectus and vendor/exhibitors agreements for review and approval. Works with the state PTA office to maintain a list of sponsors and communicate renewal opportunities.

State and Federal Legislative Committee: Keeps the membership current on state and national legislative activities, attends legislative hearings, meetings and conferences, tracks and communicates relevant Federal and State education legislation to bring awareness to the PTA membership and issues calls to action. Serves as a member of the Resolutions Committee. Coordinates a Legislative Day for membership engagement and student participation. Tracks and communicates relevant Federal and State education legislation to the membership for awareness and action. Surveys and communicates Resolutions and "Position Statements" to the membership at large for united efforts and action.

Call for Nomination of Committee Chairs



LETTER OF INTEREST

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)

	Rank	Committee/Position
<input type="checkbox"/>	_____	Arts in Education and Scholarship
<input type="checkbox"/>	_____	Bylaws and Standing Rules
<input type="checkbox"/>	_____	Family and Community Engagement
<input type="checkbox"/>	_____	Marketing and Communications
<input type="checkbox"/>	_____	Membership, Diversity & Inclusion
<input type="checkbox"/>	_____	Reflections
<input type="checkbox"/>	_____	Resolutions
<input type="checkbox"/>	_____	Resource Development
<input type="checkbox"/>	_____	State and Federal Legislation
<input type="checkbox"/>	_____	Region Director

Call for Nomination of Committee Chairs



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?

Call for Nomination of Committee Chairs

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?

SKILL (check all that apply)	None	Novice	Competent	Expert
email				
Microsoft - Word				
Microsoft - Excel				
Microsoft - PowerPoint				
Microsoft - Publisher				
Graphic Design				
Website Design				
App Development				
Video Production				
Other:				

Call for Nomination of Committee Chairs



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 _____