

## Call for Nomination of Committee Members

Tennessee PTA is now looking for PTA members to serve on various committees at the state level.



- Committees serve under the direction of the Tennessee PTA Board of Directors.
- Committee members will not be asked to attend meetings in person or travel on behalf of Tennessee PTA.
- Committee meetings shall be held via conference calls or Zoom platform.
- Committee members must be a member of a Tennessee local unit in good standing
- The Tennessee PTA President appoints the committee members.
- The term of office begins upon appointment and ends June 30, 2023.

Nominations are now being accepted. All members are welcome to nominate a candidate. (You may nominate yourself.) The main qualification needed is commitment and dedication to all children and to PTA.

### Responsibilities for Committee Members:

- Participate in committee conference calls.
- Respond promptly to emails and requests.
- Help build the membership of Tennessee PTA.
- Help to create and implement a committee plan of work.
- Submit articles for the Tennessee Bulletin as assigned.
- Create or update materials pertaining to the committee to be sent to local units and to post on the Tennessee PTA website.
- Committee members have the same duties of care, loyalty, and fiduciary obligations to the association as that of officers and board members. Standards of honesty and good faith are expected so that committee actions are taken in the best interest of members and the association. The duty of care requires committee members to apply reasonable skill and judgment in committee meetings and to pay attention to the activities and financial impact of committee decisions on the association. Committee members are held under the same confidentiality restrictions as the board members.



**Complete the attached letter of interest and submit it to the Tennessee PTA Office or email to President Dwight Hunter.**

**Letters of interest will be accepted at any time.**

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## Major Responsibilities for Individual Committees:

**Arts in Education and Scholarship Committee:** Runs the Arts in Education and scholarship programs at the state preparing materials, processes the winning entries and keeps records, notifies winners, and help plan the annual student awards event.

**Family and Community Engagement Committee:** Educates members on the importance of family, community and male involvement and offers tips to improved involvement, finds or conducts a workshop at Convention. Works to educate and implement the PTA Standards for Family-School Partnerships and encourage participation in the National PTA School of Excellence Program.

**Local Convention Committee:** Assist in hosting the convention by locating vendors, sponsors, helping coordinate volunteers and assembling delegate packets and materials.

**Marketing and Communications Committee:** Works with media to promote PTA events, arranges publicity events, and creates marketing materials for Tennessee PTA. Works with state committees to make fliers and other materials professional looking and effective.

**Membership, Diversity & Inclusion Committee:** Creates a state membership campaign and diversity & inclusion plan. 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, conducts workshops as requested.

**Reflections Committee:** Runs the Reflections program at the state level, preparing materials, processes the winning entries and keeps reflections records, notifies winners, plans Reflections celebration.

**Resolutions Committee:** Prepares resolutions and gives direction to and encourages units and councils to submit resolutions on important statewide issues.

**Resource Development Committee:** Works to find sponsors for the Tennessee PTA, writes grants, and researches other methods of fund acquisitions.

**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, plans a Legislative Day and workshops at Convention, submits monthly newsletter articles.

**Education Committee:** Studies current education policies and proposed legislation, promotes 300 Hours of Literacy, promotes adult education and early child education.

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## LETTER OF INTEREST

Name of candidate \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

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 appointment to the following committees as a non-board member (if you select multiple positions, rank them in order of preference, maximum of four selected):

	Ran	Committee
<input type="checkbox"/>	_____	Arts in Education and Scholarship
<input type="checkbox"/>	_____	Family and Community Engagement
<input type="checkbox"/>	_____	Local Convention Committee 2022 - Knoxville
<input type="checkbox"/>	_____	Local Convention Committee 2023 – Nashville
<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"/>	_____	Education
<input type="checkbox"/>	_____	District Representative (Help region director)

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Why are you interested in the position you are applying for?

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What positions have you held in PTA? (Include all local, council, and state positions)

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Do you have daily access to email and a computer?

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What computer and application experience 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:				

What can you offer to the Tennessee PTA in this position?

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Mail to Tennessee PTA, 1905 Acklen Ave., Nashville, TN 37212 or email to Dwight Hunter at [dhunter@tnpta.org](mailto:dhunter@tnpta.org)