

Call for Nomination of Elected Officers



Nominations are now being accepted for Officers of the Tennessee PTA Board of Directors. All members are welcome to nominate a candidate for a position (you may nominate yourself). The main qualification needed is your commitment to serve, dedication to all children and to the PTA.

Complete the attached letter of interest and submit it to the Tennessee PTA Office no later than November 1, 2024.

All officers are elected at the Tennessee PTA annual meeting held in odd years. All terms of office are two (2) years and begin July 1.

Responsibilities for Officers:

1. Prepare and participate in regular Board of Directors meetings per year (they are typically held Friday through Sunday in July, October, and January) and Board of Directors special meetings (flexibility is required). Meetings may be held in person or virtually.
2. Prepare and participate in the combined Spring Board Meeting/Annual State PTA Convention typically held Thursday through Sunday (locations vary throughout the state).
3. Respond promptly to emails and requests.
4. Serve on 3-5 additional committees.
 - Workload of committees varies.
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 areas of responsibility.
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.
10. Conduct monthly committee conference calls/communications.
11. Represent Tennessee PTA at the request of the President.

Requirements for Nominees:

1. Only a member of a Tennessee local unit PTA in good standing shall be eligible to hold office in Tennessee PTA.
2. The nominee(s) shall have served at least one year as committee chair or officer in a local, council or state PTA in any of the National PTA constituent associations.
3. The nominee for President-elect must have served at least two (2) terms on the Tennessee PTA Board of Directors, or at least one term on the Tennessee PTA Board of Directors and at least one term on the Board of Directors for another National PTA Congress. One of these terms shall be as an elected officer.
4. No officer shall be eligible for two (2) consecutive terms in the same office, except the Secretary and Treasurer. The Secretary and Treasurer may serve no more than two (2) consecutive terms (4 years). No person shall serve on the Executive Committee in more than one elected capacity. An officer having served more than half (1/2) of a term shall be considered as having served a full term.

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Major Responsibilities for Individual Positions:

President-Elect: Presides in the absence or inability of the President. Assumes the office of President at end of term as President-elect. Serves as chairman of the Continuity and the Leadership Committees. Responsible for and serves as President of the Tennessee-At-Large Local Unit (TALL). Coordinates the statewide training.

Coordinates the Leadership Academy. Prepares workshops and conducts training. Participates in leadership recruitment. Represents Tennessee PTA at NPTA as a delegate and representative at conferences, forums, and sessions. Participates in the recruitment, retention, and outreach to local units.

Vice President of Advocacy: Assists the state, councils, and local units with advocacy efforts. Promotes the personal, educational, and social development of young people in Tennessee and works to engage young people, address inequalities, and empower individuals to take action on issues affecting their lives, including health, education, and employment. Serves as chairman of the Education Committee. Coordinates and oversees the work of the legislative and other committee chairmen as requested by the President. Chairs meetings and conference calls with the committee chairmen as needed. Participates in the recruitment, retention, and outreach to local units.

Vice President of Membership: Coordinates the work and field service in the regions and councils through the Region Directors and Council Presidents to ensure that an environment of inclusion is prevalent at the local unit, council, and state level and for the retention of, and increase in PTA membership across the state. Serves as chairman of the Membership Committee. Coordinates and oversees the work of committee chairmen as requested by the President, and Region Directors. Prepares the State Extension Plan; if necessary, and assists the state, councils, and local units with membership and outreach. Chairs meetings and conference calls with the committee chairmen as needed. Participates in the recruitment, retention, and outreach to local units.

Secretary: Records and maintains minutes, including motions and actions, for the meetings of the membership, Board of Directors and Executive Committee. Serves as Secretary of Tennessee-At-Large Local Unit (TALL). Conducts correspondence as the Board of Directors shall direct. Prepares and conducts workshops. Participates in the recruitment, retention, and outreach to local units.

Treasurer: Manages the accounts payables in a timely manner. Keeps a full and accurate account of the receipts and disbursements in books belonging to the Tennessee PTA. Prepares written statements of accounts to the Board of Directors at each meeting and for the general membership at the Tennessee PTA Annual Meeting.

Responsible for making sure all necessary paperwork is completed for local, state, and federal law compliance. Works with the auditors to complete end of the year reports and audits. Works with local units and councils to support best practices at all levels. Completes Federal and State filing reports. Reviews all financial documents. Participates in the recruitment, retention, and outreach to local units.

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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 positions (if you select multiple positions, rank them in order of preference):

<u>Rank</u>	<u>Officer Position</u>
_____	President-Elect
_____	Vice President of Advocacy
_____	Vice President of Membership
_____	Secretary
_____	Treasurer

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

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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)?

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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				
MS Word/Google Docs				
MS Excel/Google Sheets				
MS PowerPoint/Google Slides				
MS Publisher/Canva				
Graphic Design				
Website Design				
App Development				
Video Production				
Other:				

9. If I am not selected for an officer position, I wish to be considered for appointment to the following committee chair position (if you select multiple positions, rank them in order of preference):

- | | | |
|--------------------------|-------|---------------------------------|
| <input type="checkbox"/> | Rank | Committee |
| <input type="checkbox"/> | _____ | Arts in Education |
| <input type="checkbox"/> | _____ | Bylaws and Standing Rules |
| <input type="checkbox"/> | _____ | Diversity and Inclusion |
| <input type="checkbox"/> | _____ | Family and Community Engagement |
| <input type="checkbox"/> | _____ | Health and Safety |
| <input type="checkbox"/> | _____ | Legislative and Resolutions |
| <input type="checkbox"/> | _____ | Marketing and Communications |
| <input type="checkbox"/> | _____ | Resource Development |
| <input type="checkbox"/> | _____ | Student Awards and Scholarship |

10. When are you available for a phone interview?

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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 Directors.

Signature

Date

For Tennessee PTA use only

Interviewer Name: _____ Check if by committee

Interview Date: _____ Phone Virtual In Person

References verified? Yes _____ No _____