

LETTERS OF INTEREST MUST BE EMAILED TO THE NOMINATING & BOARD DEVELOPMENT COMMITTEE AT nominating@mdpta.org. YOUR EMAILED DOCUMENTS MUST BE TIME-STAMPED ON OR BEFORE **11:59PM WEDNESDAY JUNE 28, 2017**. FAXES WILL NOT BE ACCEPTED

May, 2017

TO: MDPTA Board of Directors, MDPTA Committee Members, Council PTAs and Local PTAs

FROM: Nominating and Board Development Committee

RE: Call of Letters of Interest to Run from the Floor

The Maryland PTA is seeking individuals for the following leadership positions to be elected in July 2017.

- President Elect
- Vice President for Leadership Development
- Vice President for Advocacy
- Vice President for Councils
- Secretary
- Treasurer
- Nominating and Board Development Committee Members (3)

MDPTA may also need individuals who are interested in serving on state committees. State committee members serve two-year terms. Applicants for committees will be contacted for consideration only if vacancies exist.

PLEASE READ THE ENCLOSED MATERIALS CAREFULLY

Attached is the description of responsibilities for the offices listed above, a Letter of Interest form, a Professional/Personal References form, a Questionnaire, a Signature of Agreement and Submission form and a Contact Information Form.

Please forward this information to your constituents, local units, councils, PTA friends, and other qualified individuals. If you have questions, please email Nicole Alexander-Sedgwick at nominating@mdpta.org. This letter and subsequent documents are available on the MDPTA website.

All materials must be emailed to the Nominating and Board Development Committee at nominating@mdpta.org by **11:59pm WEDNESDAY JUNE 28, 2017**. You will receive an email confirming receipt of the materials.

Thank you for your interest in MDPTA leadership positions.

Attachments:

1. Letter of Interest form
2. Resume template
3. Professional/Personal References form
4. Signature of Agreement and Submission form
5. Checklist of Required Documents
6. Provisions for Service in the Maryland PTA Governance Structure
7. Maryland PTA Position Descriptions



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LETTER OF INTEREST

Name _____

Address _____

City _____ State _____ ZIP _____

Telephone: Home () _____ Cell () _____

E-mail _____

Company Name _____

Work Title _____ Work E-mail _____

Proficient in the following language(s):

Self-identified Demographic Information

PTA values and appreciates diversity, which enriches and strengthens our association. We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

MDPTA Commitment to Diversity and Inclusion –In order to achieve our goal of a diverse and inclusive welcoming entity, MDPTA is seeking diversity of not only affiliation and experience, but ethnic, gender, age and regional diversity as well. While the questions below are **voluntary**, this information will aid MDPTA in ensuring diversity and inclusion within our state governance (Board of Directors, Officers, committees). Individual data will not be shared.

1. Select option(s) that best describes your role in PTA:

- _____ Parent
- _____ Teacher
- _____ Grandparent/Relative
- _____ Guardian
- _____ School Administrator
- _____ Student
- _____ Supporter
- _____ Other (Please specify): _____

2. Age:

- _____ Under 18
- _____ 18-25
- _____ 26-34
- _____ 35-44
- _____ 45-54
- _____ 55 and Over

3. Gender

- _____ Female
- _____ Male

4. Ethnicity: (please select all that apply)

- _____ Asian/Pacific Islander
- _____ Black/African American
- _____ Caucasian/White non-Hispanic
- _____ Hispanic/Latino
- _____ Native American
- _____ Other (please specify) _____

I wish to be considered for the following positions* (If you select multiple positions, rank them in order of preference.):

- Rank _____ President-Elect
- Rank _____ VP of Leadership Development
- Rank _____ VP of Advocacy
- Rank _____ VP of Councils
- Rank _____ Treasurer
- Rank _____ Secretary
- Rank _____ Member of the Nominating and Board Development Committee

***Position descriptions can be found at the end of this packet.**

If vacancies arise during the 2017-19 term, I wish to be considered for appointment to the following committee(s) (please choose up to three; if you select multiple positions, rank them in order of preference):

Standing Committees

Rank _____ Advocacy

Rank _____ Arts in Education

Rank _____ Budget and Finance

Rank _____ Bylaws

Rank _____ Diversity and Inclusion

Rank _____ Extension and Field Service

Rank _____ Membership

Rank _____ Policy and Procedures

Special Committees

Rank _____ Awards

Rank _____ Scholarship

***Committee Descriptions can be found at the end of this packet**

_____ By initialing here I grant the MDPTA Nominating and Board Development Committee permission to share my committee interest preferences, and contact information, with the chair of the committees specified on my Letter of Interest (Leaving this item blank means your information will not be shared.)

CANDIDATE RESUME

MUST USE THIS FORMAT

Name

Address

City, State, Zip

Telephone Numbers

Email Address

Preferred Method of Contact

Personal and Professional Information

-
-
-
-

PTA Involvement

Current service includes:

-
-
-

Previous service includes:

-
-
-

Community Involvement

Current service includes:

-
-
-

Previous service includes:

-
-
-

PTA Sponsored Training

-
-
-

Honors and Awards *(optional)*

-
-
-

Please include a one-page cover letter sharing your reasons for wishing to be considered for the position(s) you indicated, as well as skills and expertise you would bring to the position(s).

PROFESSIONAL/PERSONAL REFERENCES

List three references that will be available and may be contacted by members of the nominating and board development committee regarding your qualifications, skills, and attributes, as well as your capacity to serve in the position(s) for which you have applied. Whenever possible, include both an email address and **preferred** telephone numbers to aid in scheduling interviews. **Please do not include members of the nominating and board development committee as references.**

REFERENCE 1: Relationship _____

Name _____

Phone _____

() _____

E-mail _____

REFERENCE 2: Relationship _____

Name _____

Phone _____

() _____

E-mail _____

REFERENCE 3: Relationship _____

Name _____

Phone _____

() _____

E-mail _____

Describe your work with your local or council PTA leadership or other national organizations. (100-word limit)

Tell us about your experiences working with a diverse group of people. (100-word limit)

Give at least one example of how you advocate for children. (100-word limit)

Describe a time when you anticipated potential problems and developed preventative measures. (100-word limit)

SIGNATURE OF AGREEMENT AND SUBMISSION FORM

PTA Vision

Every child's potential is a reality.

PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

PTA Strategic Initiatives

1. We will implement a focused, research based, public policy and advocacy plan
2. We will grow and steward our resources
3. We will enhance the internal and external awareness of the association
4. We will enhance organizational efficiency and effectiveness
5. We will recruit, train, and support effective leaders
6. We will diversify our membership, and engage and serve communities

The Purposes of the PTA

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding

Signature of Agreement. Your signature acknowledges that you have reviewed and agree with PTA's vision, mission, values, strategic initiatives, and purposes and you are currently a PTA member.

I am a member of (local unit name & ID)			
City			
Signature		Date Signed	

CHECKLIST OF REQUIRED DOCUMENTS

- One-page cover letter sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as the skills and expertise you would bring to the position(s). Cover letter must be on one page in no smaller than 12-point type, single-spaced.

- Completed Letter of Interest form

- Completed Candidate Resume template

- Completed Professional/Personal References form

- Completed Signature of Agreement and Submission form **(be sure to sign the form)**

COMPLETED LETTER OF INTEREST DOCUMENTS MUST BE EMAILED TO THE NOMINATING AND BOARD DEVELOPMENT COMMITTEE AT nominating@mdpta.org

YOUR EMAILED MATERIALS MUST BE TIME-STAMPED ON OR BEFORE 11:59 P.M. EST WEDNESDAY JUNE 28, 2017.

FAXES WILL NOT BE ACCEPTED.

An email will be sent confirming receipt of materials.

PROVISIONS FOR SERVICE IN THE MARYLAND PTA GOVERNANCE STRUCTURE

From Article IX Section 2 of the Maryland PTA Bylaws - Officers and Their Election

- a. Each officer shall be a member of a local Maryland PTA which meets the standards of affiliation at the time of his/her nomination and election to the board.
- b. The president, president-elect, and vice president for leadership development, shall have served as a member of the Maryland PTA Board of Directors for at least one (1) year or have served as an elected officer of a council PTA for at least one (1) year, or served as a local unit PTA/PTSA officer for at least one (1) year.
- c. The vice president for councils shall have served as a council PTA officer for at least one (1) year.
- d. In addition, the candidates must have attended leadership workshops at the state and/or national conventions or leadership conferences.
- e. The vice president for advocacy shall have served as legislative or advocacy vice president or chair of a council PTA legislative or advocacy committee or a local PTA legislative or advocacy committee for at least one (1) year and as a member of the Maryland PTA Legislative or Advocacy Committee for at least one (1) year. Except that in the event that a candidate does not have the above qualifications but can show/demonstrate experience in legislation/advocacy he/she shall be considered.
- f. The treasurer shall have served as treasurer of a local PTA or council PTA for at least two (2) years and have had PTA financial training.
- g. The secretary shall have served as an officer or a board member of a local PTA or council PTA for at least one (1) year.

From Article X Section 1 of the Maryland PTA Bylaws – Nominating and Board Development Committee

The Nominating and Board Development Committee shall consist of seven (7) members, elected by phase, at the annual convention..... Members shall serve a term of two (2) years and be eligible to serve no more than two (2) consecutive terms. Each member of the nominating and board development committee must be a member of a local unit which has met the standards of affiliation at the time of their nomination and election. No more than two (2) members of this committee may reside at the time of their election in the same county/city. No more than three (3) members may be current members of the board of directors.

From Article X Section 3 of the Maryland PTA Bylaws - Nominating and Board Development Committee

No current member of this committee shall be eligible to be nominated for president-elect, by the committee and this prohibition continues for one (1) year after leaving the committee. The committee shall be responsible for nominating one (1) candidate for each office. The committee shall report its nominees to the annual convention, at which time additional nominations may be made from the floor.

From Article XIV Section 3 of the Maryland PTA Bylaws – Standing Committees

Committee Members

Each committee member shall:

- a. Be a member of a local Maryland PTA which has met the standards of affiliation and
- b. Be appointed by the chair of the committee with approval of the executive committee.

POSITION DESCRIPTIONS

President-Elect

Essential Job Functions

- Attend all Board of Directors meetings and Executive Committee meetings, unless excused by the president.
- Prepare written reports for presentation at executive committee and board of directors' meetings ten (10) days prior to each meeting.
- Be responsible for media relations and press releases.
- Develops press releases for special events, to recognize local unit achievements and anything that will present MD PTA in a positive light
- Coordinates with the assigned office staff updates for the MD PTA website
- Coordinates with the assigned office staff to produce monthly an e-newsletter.
- In conjunction with the President and VP for Leadership Development plan annual convention.
- In conjunction with the office administrator and the treasurer review, revise and update the Employee Manual as needed.
- Serve as Chair of the Awards committee
- Serve as a member of the legislative committee.
- Serve as a member of the budget and finance committee.
- Serve as advisor to the Policy and Procedure Committee.
- Serve as advisor to the Bylaws Committee.

Vice President for Leadership Development

Essential Job Functions

- Attend all Board of Directors meetings and Executive Committee meetings, unless excused by the president.
- Prepare written reports for presentation at executive committee and board of directors' meetings ten (10) days prior to each meeting.
- Facilitate the planning and implementation of training for standing committee chairs.
- Work with the Extension and Field Service, Membership Chair, and VP of Council to train and develop new local and Council officers (see Extension and Field Service job description).
- Review prior to presentation to the executive committee all written plans of work submitted by the standing committee chairs and review the plans of work with the chairs quarterly.
- Coordinate the work of the standing committees.
- Annually review and assess the standing committees and prepares recommendations to maintain, create, combine and/or discontinue committees. Send that information to the President for the inclusion in the Winter Board meeting packet.
- In conjunction with the President and President Elect plan annual convention.
- In conjunction with President plan and implement at least 3 regional trainings to be located in different areas of the state. Special consideration should be given to counties without active councils.
- Serve as an advisor ex-officio to the Extension and Field Service committee.

Vice President for Advocacy

Essential Job Functions

- Attend all Board of Directors meetings and Executive Committee meetings, unless excused by the president.
- Prepare written reports for presentation at executive committee and board of directors meetings ten (10) days prior to each meeting.
- Ensure that all Maryland PTA legislative positions are consistent with National PTA positions.

- Prepare, in consultation with the president, written and oral testimony as appropriate.
- Submit proposed changes to the Maryland PTA Legislative Agenda to the board of directors at the fall board of directors meeting for approval.
- Prepare the proposed changes to the Maryland PTA Legislative Agenda in concert with the legislative committee.
- Prepare a report on the adopted NPTA resolutions for presentation at convention
- Submit a final report following the legislative session to the board of directors and local PTA presidents.
- Be responsible for monitoring and encouraging advocacy in legislative issues.
- Implement programs to educate and involve PTA members in current legislative issues.
- Develop Advocacy workshops that can be presented at Conventions, and as needed.
- Develop a brief introduction to Advocacy PowerPoint.

Vice President for Councils

Essential Job Functions

- Attend all Board of Directors meetings and Executive Committee meetings, unless excused by the president.
- Prepare written reports for presentation at executive committee and board of directors meetings ten (10) days prior to each meeting.
- Update and distribute the Council Handbook.
- Ensure all active councils meet the Standards of Affiliation by December 31.
- Facilitate and conduct the planning and implementation of at minimum two leadership training sessions for Council Board of Directors. Conduct one training during the Convention to ensure as many Council leaders as possible are trained.
- Work with the extension chair to establish councils in counties where there are no councils.
- Ensure that files maintained by Maryland PTA Office for each council are up to date.
- Ensure that notice is sent to council presidents to select the council representative.
- Attend at least one Board of Directors or General Membership meeting in each council if possible.
- Conduct quarterly meetings with council officers.
- Ensure that all council representatives receive the Council Affiliation worksheet by July 1.
- Chair the State, Council and Local Relationship Committee
- Annually review the Council Awards application to be approved by the executive committee at their September meeting and include in the fall board packet. Notify the state at least three (3) weeks prior to awards presentation, to order and prepare appropriate awards and recognitions as needed. Notify staff of any information to be included in the convention program.
- Advisor ex-officio to the Extension and Field Service Committee.

Treasurer

Essential Job Functions

- Attend all Board of Directors meetings and Executive Committee meetings, unless excused by the president.
- Prepare written reports for presentation at executive committee and board of directors' meetings ten (10) days prior to each meeting.
- Be one of the signatures on all bank accounts.
- Review all bank account statements.
- Ensure staff makes all corrections to general ledger as requested by the budget and finance committee.
- Ensure that all accounts with minimum balances are maintained.

- Ensure that staff follows all expense and accounting policies and procedures.
- Delegate to staff as necessary, with the approval of the executive committee, specific tasks to carry out the fiscal operations of the association.
- Serve as chair of the budget and finance committee.
- Serve as chair of the scholarship committee.
- Review and update all financial trainings as needed.
- In conjunction with the budget and finance committee, review, revise and update Cash Encounters. Submit any recommendations to the executive committee by the April meeting.
- In conjunction with the office administrator and President Elect, review, revise and update the Employee Manual, as needed

Secretary

Essential Job Functions

- Attend all Board of Directors meetings and Executive Committee meetings, unless excused by the president.
- Prepare written reports for presentation at executive committee and board of directors meetings ten (10) days prior to each meeting.
- Circulate attendance sheets and conduct roll call; advise the presiding officer of a quorum and any courtesy seats at all meetings.
- Prepare and distribute draft minutes of each meeting, with the exception of the minutes from the annual convention, within fifteen (15) days for distribution by staff promptly to the appropriate members.
- Prepare and distribute draft minutes from the annual convention general sessions to the convention recorders for review no later than fifteen (15) days following convention. Annual convention minutes shall be included in the call to fall board.
 - The Secretary shall prepare and distribute the minutes to the auditors fifteen (15) days following the close of convention.
 - The auditors shall have five (5) days to review and suggest edits and/or revisions.
 - The Secretary shall have five (5) days to make edits and/or changes.
 - The Board of Directors shall have five (5) days prior to each Board meeting to review and make suggested edits and/or changes.
- Notify the state office of names and appropriate information when elections have taken place or appointments have been made.
- Notify the board of directors of the nominee to fill a vacancy and that an election will take place at the next board meeting.
- Review and update the secretarial workshop information as needed.

Nominating and Board Development Committee

Duties of the Committee

- Identify characteristics and skill sets needed in the leadership of Maryland PTA to accomplish the goals and strategic plan.
- Recommend continuing education that enhances leadership development for the association.
- Screen and evaluate individuals, and nominate the required number of candidates for elected and appointed positions in accordance with the MDPTA bylaws.
- Establish and maintain a database of potential leaders.
- Advise the president regarding potential committee chairs
- Advise committee chairs of potential committee members.
- Annually review, revise and updated nomination packet.
- Attend board of directors, council and local unit meetings as well as other sponsored activities of Maryland PTA as needed.

Committee Descriptions

Standing

Advocacy -- The advocacy committee annually reviews the adopted legislative agenda of Maryland PTA and makes recommendations to the general membership. The committee will also use the adopted National PTA legislative program as a guideline for any action by Maryland PTA affecting the health, education, and general welfare of children and youth.

Arts in Education -- To coordinate and facilitate the National PTA's Reflection Program through Maryland PTA. To promote and encourage knowledge of and involvement in the arts. To monitor issues in the arts that may have legislative impact or may be of interest to local PTAs. To work with PTA councils to encourage continuous funding for arts programs in public school boards' yearly budgets. To partner with state art organizations.

Budget and Finance -- The budget and finance committee shall ensure that the budget for Maryland PTA is developed and adhered to by the members of the MD PTA Governance structure, and to ensure that the day to day financial matters of MDPTA are adhered to. The committee will establish a financial plan for the monies of Maryland PTA in accordance to the Finance Policy and submit to the executive committee for approval and implementation.

Bylaws -- The duty of the bylaws committee is to ensure that all of the bylaws for Maryland PTA and its constituent associations are in compliance and aligned as necessary with each other. All bylaws for Maryland PTA and its constituent associations will be reviewed and approved by the Bylaws committee. The committee will receive and review all recommendation for bylaws amendments submitted and will forward to the Board of Directors for action at the Winter Board meeting.

Diversity and Inclusion -- This committee will promote and encourage the active engagement of parents/guardians and families in the school community by establishing and expanding effective parent and family engagement initiatives that ensure parent/family engagement in the local PTA and Councils. In addition, work to increase participants' cultural awareness and knowledge, increasing the inclusion of different identity groups and promoting teamwork within Maryland at all levels.

Extension/Field Service --The Extension and Field Service committee actively assist locals and councils in establishing, re-establishing and working with challenged local and council units across the state. The committee also works with locals and councils to resolve issues by establishing balance through a needs assessment and discussion with members of the boards.

Membership -- The membership committee develops membership strategies and evaluates effectiveness of membership development practices in conjunction with the NPTA and MD PTA membership plan. The plan will encourage the active involvement of parents in the school community by establishing, sustaining, and expanding effective parent/family involvement initiatives and will promote diversity in all aspects and full involvement at all levels of the association. In addition, the membership committee will ensure that the membership awards and the Parent/Family Involvement Grant are presented annually in accordance to the Eligibility Criteria for MD PTA Awards Policy.

Policy and Procedure -- The duty of the Policy and Procedures committee is to ensure the development of policies and procedures and job descriptions and procedures for the governance of Maryland PTA in accordance with the bylaws. The committee will establish policies and procedures and job descriptions and procedures for the governance of Maryland PTA in accordance with the Policy for Developing and Implementing Policies and Procedures and Job Description and Procedures. The policy to the and procedures committee will be responsible for developing and submitting the policies and procedures and

job descriptions and procedures Executive committee and the Board of Directors as per the Policy for Developing and Implementing Policies and Procedures and Job Descriptions and Procedures.

Special

Awards -- The committee will ensure that all convention awards established by MD PTA are presented annually, if applicable, in accordance to the Eligibility Criteria for Maryland PTA Awards Policy.

Scholarship -- The scholarship committee shall ensure that the scholarships established by Maryland PTA are presented annually to qualified individuals pursuing careers in education in accordance to the Eligibility Criteria for Maryland PTA Awards. The committee shall establish guidelines for the distribution of monies for the Maryland PTA scholarship as received from January 1 through December 31. The scholarship committee will be the responsible body for reviewing the scholarship application and submit any recommendations for approval. They will determine the number and amount of each scholarship annually based on the funds available as verified by the budget and finance committee.