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LETTERS OF INTEREST ARE TO BE RECEIVED
IN THE MARYLAND PTA OFFICE ON OR BEFORE
FRIDAY, M AY 8, 2009.

February 5, 2009

TO: Maryland PTA Board of Directors and Committee Members
Local PTAs
County Council PTAs

FROM: Nominating and Board Development Committee

RE: Call for Letters of Interest

The Maryland PTA is seeking individuals for the following leadership positions to be elected in November, 2009.

- President Elect
- Vice President for Leadership Development
- Vice President for Councils
- Vice President for Legislation
- Secretary
- Treasurer
- Nominating and Board Development Committee Members (7)

In addition, Maryland PTA is looking for individuals who are interested in serving on the following committees:

- Bylaws
- Legislation
- Reflections
- Rules and Procedure
- Parent Involvement
- Membership
- Other committees as needed

PLEASE READ THE ENCLOSED MATERIALS CAREFULLY.

Attached are the descriptions of responsibilities for the officer positions and nominating and board development, a Letter of Interest form, a Professional/Personal References form, a Signature of Agreement and Submission form, and a Questionnaire.

January, 2009

Please forward this information this information to your constituents, local units, councils, PTA friends, and other qualified individuals. If you have questions, contact Otha Thornton at othornton@pta.org. This information is available online at www.mdpta.org.

All eligibility requirements and duties of officers and the board of directors, can be found in Maryland PTA Bylaws, November, 2008.

All materials must be received at the Maryland PTA office on or before May 8, 2009. Mail, fax or email all materials to the attention of the Nominating and Board Development Committee. You will receive an email confirming receipt of the materials.

Faxes and emails will be accepted with hard copy to follow within five (5) business days. Maryland PTA fax number is (410) 760-6344.

Mail to: Maryland PTA c/o Nominating and Board Development Committee, 5 Central Avenue, Glen Burnie, MD 21061.

REQUIREMENTS FOR SERVICE IN MARYLAND PTA ORGANIZATION
Articles V and IX

- All officers shall be a member of a local PTA in good standing at the time of his/her nomination and election to the board.
- Officers shall assume their duties immediately following the close of convention.
- Officers shall serve a term of two (2) years or until their successor is elected.
- No one shall serve more than one full term in the same position, unless otherwise permitted in the Maryland PTA bylaws.
- Anyone who serves in a position for more than one-half (1/2) of a full term shall be deemed to have served a full term in such position.
- Those failing to meet the qualifications or to fulfill the responsibilities of their positions shall be removed according to the bylaws and policies of the board of directors.
- Only those who have consented to serve shall be nominated or appointed.
- A member shall not serve as a voting member in Maryland PTA's board of directors while serving as a paid employee of, or under contract to, Maryland PTA.

President, President Elect and Vice President for Leadership Development:

- Served as a member of Maryland PTA Board of Directors for at least one (1) year or have served as an elected officer of a council PTA or served as a local unit PTA/PTSA for at least one (1) year.
- Candidates must have attended leadership workshops at the state and/or national conventions or leadership conferences.

Vice President for Councils:

- Served as a council PTA officer for at least one (1) year.
- Candidates must have attended leadership workshops at the state and/or national conventions or leadership conferences.

Vice President for Legislation:

- Served as legislative vice president and/or chair of a council PTA legislative committee or a local PTA legislative for at least one (1) year.
- Served as a member of the Maryland PTA legislative committee for at least one (1) year.

Treasurer:

- Served as a treasurer of a local PTA and/or a council PTA for at least two (2) or as a member of the Maryland PTA Board of Directors for at least two (2) years.
- Candidates must have financial experience.

Secretary:

- Served as a secretary of a local PTA and/or council PTA for at least two (2) years or as a member of the Maryland PTA Board of Directors for at least two (2) years.

RESPONSIBILITIES OF OFFICERS
Article XI

The President shall:

- Preside at all meetings of the Maryland PTA, board of directors, and the executive committee.
- Submit a written annual report to Maryland PTA Annual Convention delegates.
- Represent the Maryland PTA on the national council of states and national council of state meetings.
- Perform all the duties to the office and such as are specified in these bylaws.
- Serve as alternate to the treasurer only in case of an emergency or in the event that a vacancy occurs in the office of treasurer.
- Establish such special committees as shall be necessary to the execution of the work of the Maryland PTA with approval of the executive committee or board of directors.
- Serve as ex-officio member of all committees except the nominating and board development and any trusteeship committee, and
- Appoint standing committee chairs and members, with the approval of the board of directors.

The President-Elect shall:

- Act as aide to the president, and
- Perform the duties of the president in his/her absence or inability to serve.

The Vice President for Leadership Development shall:

- Promote the LEADers program and encourage leadership development.
- Serve as coordinator of standing committees, and
- Perform the duties to the president in the absence of both the president and the president-elect.

The Vice President for Legislation shall:

- Shall present the National and Maryland PTA positions of legislative issues to local, county and national governmental bodies.

The Vice President for Councils shall:

- Shall coordinate the activities of councils in relationship to each other and with the Maryland PTA.

The Secretary shall:

- Shall keep a written record of all meetings of the board of directors and of the executive committee.

The Treasurer shall:

- Be the custodian of all of the funds of the Maryland PTA and be responsible for the deposit of same in depositories approved by the executive committee.
- Submit a proposed annual budget to the board of directors.
- Present a written statement of account at all meetings of the board of directors, of the executive committee, and at other times when requested to do so by the president.
- Present a written annual financial report to the annual conventional body, and
- Present the Maryland PTA accounts for audit annually.

DUTIES OF THE STATE BOARD OF DIRECTORS

Article XII

The Board of Directors shall:

- Set policy, goals, and strategic direction of the organization.
- Have all power and authority over the affairs of the Maryland PTA during the interim between annual conventions.
- Follow the mandates of the annual convention.
- Approve the annual budget at the post-convention board meeting.
- Deny approval of a deficit budget or deficit spending except for the purpose of approved capital spending.
- Be authorized to adopt rules for the transaction of its business provided they do not conflict with the state and national bylaws.
- Elect trustees for scholarship and other special state funds committees that may be established.
- Create, combine, and discontinue standing committees.
- Approve standing committee chairs at the post-convention board meeting in the odd meetings.
- Review public policy and the legislative platform for approval by the convention body.
- Approve bylaws amendments to be forwarded to the convention body for approval.
- Perform other duties as defined in Maryland PTA Standing Rules and Procedures, and
- Fill vacancies of officers except the president and president elect.

COMMITTEES

Qualifications of Committee Members:

- Be a current member of a local PTA
- Term limit is two years

Nominating and Board Development Committee shall:

- 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 organization.
- Screen and evaluate individuals, and nominate one (1) eligible candidate for officer positions.

MARYLAND PTA
2009 LETTER OF INTEREST FORM

Name _____

Address _____

City _____ County _____ Zip Code _____

Telephone: Home (____) _____ Cell (____) _____

E-mail _____

Name of Local PTA which you are a member _____

PTA Officer position(s) held:

Position	PTA Name	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Maryland PTA Board of Directors Member from _____ to _____

Company Name _____

Work Title _____ Work E-mail _____

Company Address _____

City _____ State _____ Zip Code _____

Candidates for President-Elect and Vice President for Leadership Development must have attended leadership workshops at the state and/or national conventions or leadership conferences.

List Dates and Sponsors of Training:

I wish to be considered for the following positions: (The number of positions available is listed following each position. If you select multiple positions, rank them in order of preference.)

- Rank _____ President –Elect
- Rank _____ Vice President for Leadership Development
- Rank _____ Vice President for Councils
- Rank _____ Vice President for Legislation
- Rank _____ Secretary
- Rank _____ Treasurer
- Rank _____ Nominating and Board Development (7)

**LETTER OF INTEREST is to be received in the MARYLAND PTA OFFICE by
FRIDAY, MAY 8, 2009.**

January, 2009

PROFESSIONAL/PERSONAL REFERENCES

List three (3) references who are 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. Additional references may be included. Whenever possible, include both an e-mail address and preferred telephone numbers to aid in scheduling of interviews. **References may or may not be contacted.** Please do not include members of the nominating and board development committee as references.

REFERENCE 1: Relationship _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone: Home (____) _____ Work (____) _____

Cell (____) _____ E-mail _____

REFERENCE 2: Relationship _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone: Home (____) _____ Work (____) _____

Cell (____) _____ E-mail _____

REFERENCE 3: Relationship _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone: Home (____) _____ Work (____) _____

Cell (____) _____ E-mail _____

Have you had an opportunity to work with your state PTA leadership or another national organization? Yes No

SIGNATURE OF AGREEMENT & SUBMISSION FORM

Name of Nominee: _____

The Mission of the PTA

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

The Purposes of the PTA

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relations the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Signature of Agreement – your signature acknowledges you have reviewed and agree with National PTA’s Mission and Purposes and you are currently a PTA Member.

I am a member of _____
City: _____ County: _____
Signature: _____ Date Signed: _____

Submission Form Checklist of Required Documents:

- ____ Letter of Interest Form
- ____ Questionnaire
- ____ Three Letters of Reference (please include phone number and email address)
- ____ Signature of Agreement Form
- ____ Resume or bio on one side of an 8 1/2” x 11” sheet of paper (single spaced) submitted in no smaller than 12 point type. Resume to include, PTA Experience at all levels, Non PTA Experience to include list of organizations that nominee is or has been, affiliated with and in what capacity, and any special awards the nominee has received.
- ____ One page narrative 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 Maryland PTA. Narrative must be on one side of an 8 1/2 x 11 sheet of paper (single spaced) in no smaller than 12 point type.

Please sign and submit the above materials and send to the attention of:

Maryland PTA Nominating Committee
Maryland PTA
5 Central Avenue
Glen Burnie, Maryland 21061

Materials may be submitted by fax or email with a hard copy to follow within 5 business days.

January, 2009

QUESTIONNAIRE

Please answer the following questions:

What qualities do you bring to Maryland PTA that strengthens the board of directors?

Give at least one example of how you advocate for children.

What would you like to accomplish during your term as a Maryland PTA Board member or as a Committee Member?
