

June 4, 2010

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

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Maryland PTA is seeking individuals to serve on the Nominating and Board Development Committee to be elected at Fall Convention in November 12 & 13, 2010. Letters of Interest are due to the Maryland PTA office by close of business on Friday, August 26, 2010.

The Maryland PTA Nominating and Board Development committee is also seeking candidates to serve in the following officer positions which are vacant. Please send in your Letter of Interest as soon as possible for consideration.

- Vice President for Councils
- Vice President for Legislation
- Treasurer

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

- Bylaws
- Legislation
- Arts in Education
- Policy and Procedures
- Parent Involvement
- Membership
- Diversity and Inclusion
- Funding and Resource Development
- Resolutions
- Field Service
- Other committees, as needed

**PLEASE READ THE ENCLOSED MATERIALS CAREFULLY.**

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

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 [Nominating@mdpta.org](mailto:Nominating@mdpta.org). This information is available online at [www.mdpta.org](http://www.mdpta.org).

May, 2010

All eligibility requirements and duties of officers, board of directors and the nominating and board development committee can be found in the Maryland PTA Bylaws, November, 2009.

Candidates interested in serving on the nominating and board development committee must have all materials into the Maryland PTA office on or before August 26, 2010, for consideration. 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.

Candidates interested in serving as an officer must have all their materials into the Maryland PTA office as soon as possible. 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.

#### 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.

## RESPONSIBILITIES OF OFFICERS Article XI

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 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.

## NOMINATING AND BOARD DEVELOPMENT Article X

### Section 4

The 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 each of the following offices or positions:
  - President- elect
  - Vice President For Leadership Development
  - Vice President for Legislation
  - Vice President for Councils
  - Secretary
  - Treasurer
  - Members for the Nominating and Board Development Committee

## COMMITTEES Article XIV

Qualifications of Committee Chairs:

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

## JOB DESCRIPTIONS

### **Maryland PTA Board of Directors    Job Description and Procedure**

**Job Title:        Board of Directors**

**Revision Date: October 2009**

#### **Position Overview**

The Board of Directors is the primary governance for Maryland PTA. This job description and procedure is to ensure that all Maryland PTA Board of Directors (MD PTA BOD) members understand the requirements of their position, and to ensure that all MD PTA BOD members fulfill their responsibilities.

May, 2010

## **Membership**

See bylaws Article XII, Section 1

## **Duties of the Board of Directors**

See bylaws Article XII, Section 4, in addition the board member shall:

- Attend orientation for new board members.
- Attend all regular and special meetings of the board of directors. If unable to attend a meeting of the MD PTA BOD, members must notify the president in writing. Only the president may excuse a BOD member from attendance at a meeting.
- Maintain a procedure book with accurate record of all duties and activities.
- Accept committee assignments, as requested by the president.
- Prepare and submit to the Maryland PTA office a written report prior to each meeting of the MD PTA BOD. The written report should include a summary of activities since the last meeting of the BOD.
- Review materials sent prior to a meeting and be prepared to participate in the business of Maryland PTA.
- Assist in carrying out the program at annual convention, summer leadership conference, and leadership training workshops as requested.
- Present workshops at annual convention, summer leadership conference and other times as requested.
- Attend all general sessions at annual convention.
- Submit to the president a list of any unknown organizations (with name and address of president) of school groups within their communities improperly using the registered mark "PTA"
- Fill vacancies of officers.
- Pay all debts to Maryland PTA within 30 days of incurrence.
- Turn in all expenses to be reimbursed within 30 days of completion of the activity, in accordance with the meeting and travel policy.
- Perform other duties as requested by the Maryland PTA president
- Deliver to successor all official materials within 15 days after leaving the MD PTA BOD. All attempts should be made to hold a transition meeting with your successor.

The board of directors meets four times per year, winter, summer, pre-convention and post convention.

## **Duties at Winter Board Meeting**

- Receive the report of the vice president for leadership development on the annual assessment and review of standing committees and act upon any recommendations for changes.
- Approve minutes of annual convention general sessions
- Review and act upon recommended changes to the standing rules, policies, procedures, and job descriptions.
- Conduct an annual evaluation of any initiatives, plans or goals for MD PTA.

### **Duties at Summer Board Meeting**

- Review and adopt the Maryland PTA Legislative Agenda and forward for inclusion in the call to convention packet.
- Receive the report of the nominating and board development committee.
- Review and act upon proposed bylaws amendments and forward for inclusion in the call to convention packet.
- Review and act upon recommended changes to standing rules, policies & procedures, and job descriptions.
- Review and act upon resolution and forward for inclusion in the call to convention packet.
- Receive the scholarship committee report.
- Receive the Reflections committee report.
- Receive reports from the Maryland PTA representatives to the National Convention.
- Receive the report on the annual audit from the treasurer.

### **Duties at Pre-Convention Board Meeting**

- Review proposed budget.
- Review annual convention program changes and receive board assignments
- Participate in training and convention preparations.

### **Duties at Post Convention Board Meeting**

- Approve the budget
- Approve the standing committee chairs
- Select board representatives as Maryland PTA delegates to attend National Convention in accordance to State Funding for National Convention Policy.
- Review and act upon recommended changes to the standing rules, policies, procedures, and job descriptions.

### **Meetings**

See bylaws Article XII, Section 2, in addition the following shall apply:

- Notice of meetings shall include an agenda for the meeting.
- All motions shall be presented in writing.
- Members shall speak briefly and directly to the question under discussion and shall speak only once, except in answer to questions, until all members wishing to speak have had an opportunity to be heard.
- Voting by proxy shall not be permitted.
- Voting methods shall be by voice, rising, show of hands and or ballot. If voting by ballot, the chair will appoint tellers to distribute, collect and count the ballots and report the vote. All ballots shall be destroyed at the end of the regular and special meetings unless otherwise specified by the board of directors.
- Submit all reports five (5) days prior to meeting.
- The president may approve courtesy seats for visitors to attend MD PTA BOD meetings. Courtesy seats must be requested by a BOD member and submitted in writing to the president. A person attending a BOD meeting in a courtesy seat does not have a vote and may not participate in the business unless invited by the chair to do so.

## **Relations to State Office**

In working with the state office, board members are urged to remember that all requests for service shall be addressed to the office administrator, with at least one (1) week lead time, if possible.

Any concerns about the office or office procedures are to be forwarded in writing to the office administrator.

Board members may request publications and other material available in the state office as required to complete assignments and/or plans of work. The request must be sent to the office administrator in order to delegate staff to compile materials.

## **Office Staff Responsibilities**

- Ensure that all reports are copied and available at each meeting.
- Ensure that the data base, which includes, membership totals, bylaws update, insurance, incorporation, and tax information are available at all meetings.
- Upon notification, order and prepare appropriate awards and recognitions as needed.
- Ensure that all information regarding awards is included in any program, if applicable.

**Job Title:                    Executive Committee**

**Revision Date: October 2009**

## **Position Overview**

The Maryland PTA Executive Committee performs the day to day business of the PTA and governs the body of delegates according to bylaws, policy, job descriptions and procedures and standing rules.

## **Membership**

See bylaws Article XIII, Section 1.

## **Duties of the Executive Committee**

See bylaws Article XIII, Section 2, in addition the Executive Committee shall:

- Attend all meetings; if unable to attend an Executive Committee meeting, members must notify the president. Only the president may excuse members of the Executive Committee from a meeting.
- Establish dates for annual convention, winter board and summer board meetings, avoiding conflicting dates with American Education Week, Maryland State Teachers Convention and the National PTA Convention.
- Approve location of annual convention, winter board, and summer leadership conference.

May, 2010

- Approve the certified public accountant to audit the Maryland PTA books at the close of the fiscal year.
- Determine the amounts of the Insurance fidelity bonds.
- Approve the publications of all new and revised PTA material and the implementation of special projects recommended to the executive committee.
- Approve salaries and benefits for employees.
- Approve fees for honorary life memberships as recommended by the budget and finance committee.
- Approve depositories for Maryland PTA funds.

### **Meetings**

See bylaws Article XIII, Section 3, in addition the following shall apply;

- Notice of meetings shall include an agenda for the meeting.
- All motions shall be presented in writing.
- Members shall speak briefly and directly to the question under discussion and shall speak only once, except in answer to questions, until all members wishing to speak have had an opportunity to be heard.
- Voting by proxy shall not be permitted.
- Voting methods shall be by voice, rising, show of hands and or ballot. If by ballot, the chair shall appoint teller's to distribute, collect and count the ballots and report on the vote. All ballots shall be destroyed at the end of regular and special meetings unless otherwise specified by the board of directors.
- Submit all reports five (5) days prior to the meeting.
- The president may approve courtesy seats for visitors to attend Executive Committee meetings. Courtesy seats must be requested by an Executive Committee member and submitted in writing to the president. A person attending an Executive Committee meeting in a courtesy seat does not have a vote and may not participate in the business unless invited to do so by the president

### **Relation with State Office**

See Relation with State Office in Board of Directors Job Description

### **Office Staff Responsibilities**

See Office Staff Responsibilities in Board of Directors Job Description

**Job Title: Vice President for Legislation**

**Department: Officer**

**Revision Date: October 2009**

### **Position Overview**

See bylaws Article IX, Sections 1 and 5.

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## **Essential Job Functions**

1. Chair the legislation committee
2. Be responsible for monitoring and encouraging advocacy in legislative issues.
3. Implement programs to educate and involve PTA members in current legislative issues. Ensure that all Maryland PTA legislative positions are consistent with National PTA positions.
4. Prepare the proposed changes to the Maryland PTA Legislative Agenda in concert with the legislative committee for inclusion in the call to convention packet.
5. Present the proposed changes to the Maryland PTA Legislative Agenda for adoption at the annual convention. Focus the committee's advocacy in the next legislative year on the policies and directives specified in the adopted legislative agenda.
6. Prepare a report on the adopted NPTA resolutions for presentation at convention
7. Prepare, in consultation with the president, written and oral testimony as appropriate.
8. Submit a final report following the legislative session to the board of directors and local PTA presidents.
9. Serve as a member of the resolutions committee.
10. Submit proposed changes to the Maryland PTA Legislative Agenda to the board of directors at the summer board of directors meeting for approval.
11. Attend all Board of Directors meetings and Executive Committee meetings, unless excused by the president.
12. Prepare written reports for presentation at executive committee and board of directors meetings.
13. Develop Advocacy workshops that can be presented at Summer Leadership and Conventions, as needed.
14. Develop a brief introduction to Advocacy PowerPoint to be included in the BOD resource section.

**Job Title: Vice President for Councils**

**Department: Officer**

**Revision Date: October 2009**

### **Position Overview**

See bylaws Article IX, Sections 1 and 6.

### **Essential Job Functions**

1. Facilitate the planning and implementation of leadership training for Councils Board of Directors.
2. Attend at least one Board of Directors or General Membership meeting in each council.
3. Work with the extension chair to establish councils in counties where there are no councils.
4. Conduct quarterly meetings with council officers.
5. Assist councils to ensure their Standards of Affiliation Worksheet is complete and submitted to the office administrator in accordance with the Council Standards of Affiliation Policy.

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6. Chair the State, Council and Local Relationship Committee  
Attend all Board of Directors meetings and Executive Committee meetings, unless excused by the president.
7. Prepare written reports for presentation at executive committee and board of directors meetings.
8. Ensure that information is sent to council presidents to select the council representative.
9. Annually review the Council Award application to be approved by the executive committee at their January meeting and included in the winter board packet.
10. Ensure that the office staff is notified of council award recipients in a timely fashion so that the awards can be prepared for convention

**Job Title:                Treasurer**

**Department:            Officer**

**Revision Date: October 2009**

### **Position Overview**

See bylaws Article IX, Sections 1 and 8.

### **Essential Job Functions**

1. Be one of the signatures on all bank accounts.
2. Serve as chair of the budget and finance committee.
3. Review all bank account statements.
4. Ensure staff makes all corrections to general ledger as requested by the budget and finance committee.
5. Ensure that all accounts with minimum balances are maintained.
6. Ensure that staff follows all expense and accounting policies and procedures.
7. Serve as chair of the scholarship committee.
8. Delegate to staff as necessary, with the approval of the executive committee, specific tasks to carry out the fiscal operations of the organization.
9. Attend all Board of Directors meetings and Executive Committee meetings, unless excused by the president.
10. Ensure written reports are available for presentation at executive committee and board of directors meetings.
11. Present workshops as requested.
12. Review and update all financial trainings as needed.
13. Serves on the Funding and Resource development committee

MARYLAND PTA  
2010 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, AUGUST 26, 2010.**

## 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.**

# QUESTIONNAIRE

***Please answer the following questions:***

What qualities do you feel you bring to the Maryland PTA that strengthen the Board of Directors?

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

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

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