April 2007

TO: Maryland PTA Board of Directors, Council Presidents, and PTA/PTSA Presidents  
FROM: Nominating Committee  

For further information contact Rita Lowman at vpleadership@mdpta.org

RE: Nominations for Officers and Chairmen

The Nominating Committee is seeking and accepting written nominations for President-Elect, Vice President for Leadership Development, Vice President for Councils, Vice President for Legislation, Secretary, Treasurer, and all Standing Committee Chairs.

Persons may be recommended to the Nominating Committees by individual members, local units, councils and by self-nomination. Please read and complete all the forms enclosed. Descriptions for each position have been included.

No name shall be placed in nomination without completed documentation and required forms:

- Letter of Interest
- Questionnaire
- Signature of Agreement and Submission Form (Pay attention to the list of required documents)

No name shall be placed in nomination without the written consent of the nominee.

The election of Officers will take place at the Annual Convention on November 16 and 17, 2007 and the election of Standing Committee Chairs will take place at the Board of Directors meeting on November 18, 2007.

Completed Nomination forms with all accompanying documentation are due in the Maryland PTA office no later than June 1, 2007.

FAXES WILL BE ACCEPTED WITH HARD COPY TO FOLLOW WITHIN FIVE (5) BUSINESS DAYS.
Fax# 410-760-6344

Mail to: Maryland PTA, 5 Central Avenue, Glen Burnie, MD 21061  
Attn: Nominating Committee
MARYLAND PTA
LETTER OF INTEREST

2007 LETTER OF INTEREST FORM
Nomination for Officers and Committee Chairs must be received by June 1, 2007.

This form must be received at the Maryland PTA state office no later than June 1, 2007.
Please mail form to:
Chairman, Nominating Committee
Maryland PTA
5 Central Ave.
Glen Burnie, Maryland 21061

Section 1
Name of Nominee __________________________________________

Address: __________________________________________

City: __________________  County: __________________________ Zip: ____________

Telephone: Day: __________________________ Evening: __________________________

E-Mail: __________________________

Section 2
Nominator Information: If self-nominating, please skip to Section 3

Name: __________________________________________

Address: __________________________________________

Telephone: Day: __________________________ Evening: __________________________

E-Mail: __________________________

Please check one: ______ Individual Member ______ Council

________ Local Unit ______ Maryland PTA Board of Directors

Section 3
I wish to be considered for the following position(s)

____ President-elect ______ V.P. Leadership Development ______ V.P. Legislation

____ V. P. Councils ______ Secretary ______ Treasurer

____ Education Chair ______ Membership Chair ______ Bylaws Chair

____ Parent/Family Involvement Chair ______ Training Resource

____ Policy and Procedures Chair
QUESTIONNAIRE

If you are self nominating, please answer the following questions:

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

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?

If you are nominating someone, please answer the following questions:

Why are you recommending this individual for this position?

What qualities do you feel the nominee brings to the Maryland PTA Board of Directors that strengthens the Board?

Give at least one example of how you feel this individual advocates for children.
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

REQUIRED DOCUMENTS

_____ Letter of Interest Form
_____ Two Letters of Reference (please include phone number and e-mail 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 that
  12 point type. Resume to include, PTA Experience at all levels, Non PTA Experience to include list
  of organization 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.
_____ Questionnaire

Please sign and submit the above materials and send to the attention of the nomination committee,
Maryland PTA, 5 Central Ave., Glen Burnie, Maryland 21061.

Materials may be submitted by fax with a hard copy to follow within 5 business days.
OFFICER GUIDELINES AND DUTIES

Maryland PTA Bylaws
Article IX, Sections 1&2; Article XI, Sections 1,3-8

Article IX - Officers and Their Election
Section 1. Officers/Terms
  a. The officers of the Maryland PTA shall be a president, a president-elect, a vice president for leadership development, a vice president for legislation, a vice president for councils, a secretary, and a treasurer.
  b. Except for the office of president, officers shall be elected by the voting body at the annual convention in each odd numbered years.
  c. Officers, except the treasurer, shall assume their duties immediately following the close of the annual convention and shall serve for a term of two (2) years or until their successor is elected. The treasurer shall assume his/her duties the first day of the fiscal year and shall serve for a term of two (2) years or until his/her successor is elected.
  d. No officer may serve more than one (1) full term in the same office except the vice president for legislation and the treasurer, who may serve two (2) consecutive terms. A person who has served in an office for more than one-half (1/2) a full term shall be deemed to have served a full term in such office.

Section 2. Qualifications & Eligibility
  a. Each officer shall be a member of a local Maryland PTA.
  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 two (2) years and have served as an elected officer of a council PTA for at least one (1) full term.
  c. The vice president for councils shall have served as a council PTA president for at least two (2) years.
  d. The vice president for legislation shall have served as legislative chair of a council PTA for at least one (1) year, a member of the Maryland PTA Legislative Committee for at least one (1) year, or as a member of the Maryland PTA Board of Directors for at least two (2) years.
  e. The treasurer shall have served as treasurer 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 and have financial experience.
  f. The secretary shall have served as 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.

Article XI - Duties of Officers
Section 1. Duties of All Officers
All officers shall perform the duties described in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time-to-time.

Section 3. President-elect
The president-elect shall
  a. Act as aide to the president, and
  b. Perform the duties of the president in his/her absence or inability to serve.

Section 4. Vice President for Leadership Development
The vice president for leadership shall
  a. Promote the LEADers program and encourage leadership development,
  b. Serve as coordinator of standing committees, and
  c. Perform the duties of the president in the absence of both the president and the president-elect.

Section 5. Vice President for Legislation
The vice president for legislation shall present the National and Maryland PTA positions on legislative issues to local, county, state, and national government bodies.

Section 6. Vice President for Councils
The vice president for councils shall coordinate the activities of councils in relationship to each other and with the Maryland PTA.

Section 7. Secretary
The secretary shall keep a written record of all meetings of the board of directors and of the executive committee.
Section 8. Treasurer
The treasurer shall
a. 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,
b. Submit a proposed annual budget,
c. 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,
d. Present a written annual financial report to the annual convention body, and
E. Present the Maryland PTA accounts for audit annually.

Maryland PTA Standing Rules, Part I, Sections A,C-H

PART I - OFFICERS

A. DUTIES OF ALL OFFICERS
See bylaws Article XI, Section 1.
In addition, each officer shall:
1. Submit an annual report to the president by September 30.
2. Prepare written reports for presentation at executive committee and board of directors meetings.
3. Present workshops as requested.
4. Deliver to his/her successor all official materials by December 1.

C. PRESIDENT-ELECT
See bylaws Article XI, Section 3.
In addition, the president-elect shall:
1. Serve as advisor to the annual convention committee, the archives committee, special committees, and the summer leadership conference committee.
2. Serve as chair of the office committee and as directed by the president, be responsible for office operations.
3. Be responsible for media relations and press releases.
4. Serve as a member of the legislative committee.
5. Schedule an activity/dinner for the state delegation at the national convention and be responsible for informing the delegates of the activity.

D. VICE PRESIDENT FOR LEADERSHIP DEVELOPMENT
See bylaws Article XI, Section 4.
In addition, the vice president for leadership development shall:
1. Develop leadership materials in concert with the resource committee.
2. Conduct workshops.
3. Review and assess annually the standing committees and recommend changes to create, combine, and/or discontinue committees at the winter board meeting.
4. Review prior to presentation to the executive committee all written plans of work submitted by the standing committee chairs and quarterly review the plans of work with the chairs.
5. Review annually and revise as needed, the Leadership Handbook.
6. Notify staff, at least three (3) weeks prior to convention/conference, to order and prepare appropriate awards and recognitions as needed. Also notify staff of any information to be included in the program.
7. Report the membership totals at executive committee and board of directors meetings.

E. VICE PRESIDENT FOR LEGISLATION
See bylaws Article XI, Section 5.
In addition, the vice president for legislation shall:
1. Chair the legislative committee and be designated as federal legislative chair as requested by the National PTA.
2. Be responsible for monitoring and encouraging advocacy in legislative issues.
3. Implement programs to educate and involve PTA members in current legislative issues such as PTA Night in Annapolis and the Legislative Conference.
4. Ensure that all Maryland PTA legislative positions are consistent with National PTA positions.
5. Prepare the proposed changes to the Maryland PTA Legislative Platform in concert with the legislative committee for inclusion in the call to convention packet.
6. Present the proposed changes to the Maryland Legislative Platform 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 platform.
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. Review annually and revise as needed, the legislative section of the leadership handbook.

F. VICE PRESIDENT FOR COUNCILS
See bylaws Article XI, Section 6.
In addition, the vice president for councils shall:
1. Receive and approve council bylaws.
2. Review annually and revise as needed, the Maryland PTA Council Award Application.
3. Distribute the Maryland PTA Council Award Application to council presidents and review returned applications to determine the level attained for an award.
4. Facilitate the planning and implementation of leadership training for council presidents.
5. Serve as chair of the state, council, and local relationships committee.
6. Notify staff, at least three (3) weeks prior to convention/conference, to order and prepare appropriate awards and recognitions as needed. Also notify staff of any information to be included in the program.

G. SECRETARY
See bylaws Article XI, Section 7.
In addition, the secretary shall:
1. Serve as advisor to the elections committee.
2. Notify the state office of names and appropriate information when elections have taken place or appointments have been made.
3. Circulate attendance sheets and advise the presiding officer of a quorum and any courtesy seats at all meetings.
4. Prepare minutes of each meeting, with the exception of the minutes from the annual convention, within fifteen (15) days for distribution by staff promptly to all members of the board of directors.
5. Submit annual convention general session minutes to the convention recorders for review no later than fifteen (15) days following convention. Annual convention minutes shall be included in the call to winter board.

H. TREASURER
See bylaws Article XI, Section 8.
In addition, the treasurer shall:
1. Ensure monthly remittal to the national treasurer all money due the National PTA.
2. Disburse the funds of the Maryland PTA. Expenditures shall not exceed the amount in the total budget adopted at the post convention board meeting.
3. Serve as chair of the budget/finance committee.
4. Serve as a member of the office committee.
5. Serve as the chair of the scholarship committee.
6. Review Maryland PTA contractual agreements for fiscal feasibility as necessary.
7. Delegate to staff as necessary, with the approval of the executive committee, specific tasks to carry out the fiscal operations of the organization.
8. Submit to the PTA BULLETIN editor for inclusion in the Jan./Feb. issue the budget approved by the board of directors.
9. Send to any board member with an outstanding debt to the Maryland PTA, and to the president, written notification of this status and a statement with an accounting of the delinquent amount due.
COMMITTEE CHAIRS GUIDELINES and DUTIES

Maryland PTA Bylaws, Article XIV, Sections 1, 2, & 4
Article XIV - Standing Committees

Section 1. Chairs/Terms
a. Standing committee chairs shall be elected by the board of directors at the post-convention board meeting in the odd numbered years and serve for a term of two (2) years or until their successor is elected.
b. Chairs shall assume their duties at the close of the post-convention board meeting.
c. Chairs shall not serve more than two (2) consecutive terms in the same committee position.

Section 2. Qualifications and Eligibility
Each standing committee chair shall
a. Be a member of a local Maryland PTA, and
b. Have served as a committee chair of a local PTA 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.

Section 4. Duties of Chairs
The standing committee chairs shall
a. Submit a plan of work to the vice president for leadership development,
b. Carry out the duties designated in the standing rules and procedures,
c. Attend all board of directors meetings, and
d. Assist with the implementation of the goals and priorities as identified by the board of directors.

Maryland PTA Standing Rules, Part VII
A. Membership: See bylaws Article XIV, Section 1.
Each standing committee shall have an elected chair who shall be a member of the board of directors in accordance with the bylaws.

B. Duties of All Chairs, see bylaws Article XIV, Section 4
In Addition Chairs shall:
1. Perform duties in accordance with Part II of these standing rules.
2. Submit plan of work thirty (30) days after election to the vice president for leadership development.
3. Submit names of a minimum of five (5) committee members within thirty (30) days after election to the vice president for leadership development.
4. Submit a report five (5) days prior to each regularly scheduled executive committee meeting to the vice president for leadership development.
C. Standing Committees and their Duties.

Job Descriptions for all Standing Committees are under review and the revisions will be finalized at Maryland PTA’s Summer Board Meeting in July. Please check the Maryland PTA website for committee updates (www.mdpta.org)

Education
1. Monitors all aspects of education, preK-12 and post secondary.
2. Be a resource for locals/councils in monitoring action and conveying decisions made at the state level that will affect curriculum offerings at the local level.
3. Carry out the goals of Maryland PTA related to parent/family involvement.
4. Attend, conduct, and/or facilitate workshops, conferences, and conventions.
5. Work, in conjunction with the legislative committee, on policies and directives that affect education, i.e No Child Left Behind.

Membership
1. Develop and facilitate the statewide Maryland PTA membership campaign and related activities for locals and councils to recruit and retain members.
2. Develop best practices materials for membership and distribute to the locals and councils.
3. Carry out the goals of Maryland PTA related to membership.
4. Maintain an annual roster of membership by county/city of local PTAs in good standing.
5. Submit in writing to the board of directors at summer, annual convention, and winter board meetings local PTA membership totals by county/city.
6. Send monthly membership total to the vice president for leadership development for presentation to the executive committee.
7. Notify the staff at least three (3) weeks prior to convention/conference, to order and prepare appropriate awards and recognitions as needed. Also notify staff of any information to be included in the program.
8. Attend, conduct, and/or facilitate workshops, conferences and conventions.

Parent/Family Involvement
1. Become a trained Building Successful Partnerships (BSP) presenter and encourage each county to have a BSP presenter.
2. Facilitate the scheduling and presentation of BSP and How to Help Your Child Succeed programs. Follow up with presenters to make sure that they have filled out the evaluation form for National PTA.
3. Maintain a current listing of presenters by county.
4. Support local PTAs in establishing, sustaining, and expanding effective parent/family involvement initiatives.
5. Communicate with councils regarding parent/family programs and updates.
6. Provide opportunities for sharing parent/family involvement initiatives at the national, state, and local levels.
7. Implement the Maryland PTA goals for parent/family involvement.
8. Review, revise as needed and award the Parent/Family Involvement Grant.
9. Develop a best practices booklet with information from local PTAs to eventually be included in the leadership packet that is sent to each local PTA

Training Resource
1. Review, revise, and develop materials for leadership development.
2. Attend, conduct, and/or facilitate workshops, conferences and conventions.
3. Promote, review, and revise as needed, the LEADers program.
4. Review, revise, as needed, and award the Local Achievement Award.
5. Be a resource for locals/councils regarding accurate information on the basic policies and procedures.
6. Develop training materials.
7. Carry out the goals of Maryland PTA related to training.
8. Identify leadership potential in the state to serve on the board of directors and Committees.

The following two standing committees were added at the Winter Board Meeting in March. The duties have not yet been defined.

Bylaws
1. Approve Local and Council Bylaws.
3. Provide members with information on submitting proposed amendments to the state bylaws.
4. Review those proposed amendments and submit to the Board of Directors for approval.
5. Submit approved proposed amendments to the general membership for approval at the annual convention.
6. Notify council presidents of the names of PTAs whose local bylaws require updating.
7. Submit a duplicate copy of the approved local bylaws to the state office and to the council to which the local belongs.
8. Submit a duplicate copy of the approved council bylaws to the state office.
9. Present revised local and council bylaws formats to the executive committee for approval.
10. Submit Maryland PTA bylaws and amendments to the National PTA Bylaws and Policy Committee via the state president per National PTA requirements.
11. Serve as ex officio members of the Policy and Procedures Committee.

Policy and Procedure
1. Develop policies for Maryland PTA in accordance with the bylaws and in conjunction with the standing rules.
2. Maintain job descriptions for officers, board of director members and standing committee Chairs.
3. Review, revise and update policies on an annual basis.
4. Serve as ex-officio member of the bylaws committee.
5. Submit the policies and procedures for annual convention in the call to convention packet.