

October 23, 2018

TO: Georgia PTA Board of Directors
Eligible Board Members - Current and Past

FROM: Georgia PTA Committee on Nomination of Officers

RE: Georgia PTA Call for Letters of Intent / Nomination Package | 2019 - 2021

Georgia PTA is seeking qualified, eligible individuals for the following state officer positions to be elected at Convention Leadership Training June 2019.

- President-Elect
- First Vice President
- Second Vice President
- Secretary
- Treasurer

Included in this Nomination Package are: mailing instructions for slated candidates and candidates running from the floor; important dates; provisions for service in the Georgia PTA governance structure; Strategic Plan initiatives; descriptions of responsibilities for the above referenced officer positions; Letter of Intent form; Professional / Personal References form, Signature Agreement and Submission form, and template in preparing your resume or bio. On the last page of this package is a checklist, which must be included when submitting your completed Nomination Package.

All eligible Georgia PTA board members who are interested in completing the Nomination Package, must submit all portions as found on the Checklist on page 11, to be considered for a slated officer position. Be sure to complete and submit all pages of this Nomination Package, as all incomplete Nomination Packages will not be accepted for consideration for a slated officer position.

All candidates who complete a Nomination Package, to be considered for a slated officer position - must submit in the following manner:

1. All required documents must be included in a sealed envelope.
2. Do not write the officer position(s) being sought on the sealed envelope - front or back.
3. Sign your signature across the sealed portion on the back of the envelope, in blue pen.
4. All completed Nomination Packages must be **postmarked by January 19, 2019 and mailed to:**

Georgia PTA - CONFIDENTIAL
Committee on Nomination of Officers
830 Glenwood Avenue SE
Suite 510-274
Atlanta, GA 30316

5. Send an e-mail to the Georgia PTA Committee on Nomination of Officers at: gptaofficernominations@gmail.com to notify committee members that a completed Nomination Package has been mailed. E-mail should be sent the day the completed Nomination Package has been mailed. If using FedEx or UPS (or other delivery service), include the Tracking Number in the e-mail.
6. No fax, electronic, or incomplete submissions will be accepted.

Please take into consideration the following schedule of dates associated with the Nomination of Officers process for all completed Nomination Packages:

- **October 20, 2018:** Call for Letters of Intent / Nomination Package | 2019 - 2021 Georgia PTA Officer Elections will be distributed to current and past eligible Georgia PTA Board Members.
- **January 19, 2019:** Completed Nomination Packages must be mailed to the address provided (see pages 1 and 11), postmarked by January 19, 2019 *in order to be considered for a slated officer position*. Faxed or electronic versions, or incomplete Nomination Packages - will not be accepted for consideration for a slated officer position.
- **February and March 2019:** Interviews will be scheduled at the Georgia PTA state office (114 Baker Street NE, Atlanta, GA 30308), as well as references (professional and personal) will be checked.
- **April 1, 2019:** Target date for the Committee on Nomination of Officers to nominate a candidate for each office to be filled and to send a report of these nominations to the president.
- **April 12, 2019:** The chairperson of the Committee on Nomination of Officers shall report the slate of officers to the Board of Directors at the Spring board meeting (preceding the election convention).
- **April 22, 2019:** Target date for the report of the Committee on Nomination of Officers to be included in the Call to Convention and posted to the Georgia PTA website. *The presidents of councils and local units are responsible for informing their membership of the nominees.*
- **April 22, 2019:** Candidates who intend to be nominated from the floor of convention (*and are not slated officer candidates*) shall submit their intention in writing including a copy of their resume to the Georgia PTA Chair of the Committee on Nomination of Officers. The intent to run from the floor shall be postmarked by no later than 45 days prior to the opening session of convention. Mailing by United States Postal Certified Mail, Return Receipt Requested, is required for all intent to run from the floor notices. If requested by the Committee on Nomination of Officers, candidates shall show proof of intent to run. (Georgia PTA Policy on Elections, II. Campaign Guidelines, A.)
 - **All documents must be postmarked by April 22, 2019.**
 - **Mail to the address listed on page 1 and 11.**
 - **This is also the date 'candidates from the floor shall send one hard copy of their campaign materials to Georgia PTA headquarters to the attention of the State President...'** (Georgia PTA Policy on Elections, III. Campaign Literature, C.)
- **May 8, 2019:** Slated officer candidates shall send one (1) hard copy of their campaign materials to the Chair of the Committee on Nomination of Officers, as outlined in Georgia PTA Policy on Elections, Section III. Campaign Literature, B. Slated candidates are also asked (not required) to submit an electronic version of the campaign literature to gptaofficernominations@gmail.com.
- **June 6, 2019:** The chairperson of the Committee on Nomination of Officers shall report to the convention at its first general session, at which time nominations may be made from the floor as provided by Georgia PTA's Policy on Elections.

Thank you for your continued service to Georgia's students, families, and schools. We look forward to working with you, and implementing this process. It is the goal of the Committee on Nomination of Officers to nominate the most qualified slate of officers for the 2019 - 2021 Georgia PTA Board of Directors.

PROVISIONS FOR SERVICE IN THE GEORGIA PTA GOVERNANCE STRUCTURE

Georgia PTA Bylaws

ARTICLE VIII: Officers and Their Election, Sections 4 and 5

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Georgia PTA:

- a. Each officer shall be a member of a local PTA/PTSA chartered by the Georgia PTA;
- b. All nominees must be current or former members of the Georgia PTA Board of Directors;
- c. No officer may be eligible to serve more than one (1) full term in the same office;
- d. A person who has served in an office for more than one half (1/2) of a term shall be deemed to have served a full term in such office;
- e. No person shall hold more than one (1) state PTA position simultaneously.
- f. Be a natural person who is 18 years of age or older. Georgia Code for Non-Profits - 14-3-802

Section 5. Each officer elected at an annual convention shall take office at the close of the election convention and shall serve for a term of two (2) years or until their successor is elected.

ARTICLE X: Board Of Directors, Section 2

Section 2. Each board member shall:

- a. Be a member of a local PTA/PTSA chartered by the Georgia PTA;
- b. Not hold more than one (1) state PTA position simultaneously;
- c. Not serve simultaneously as a council or local unit president; and
- d. Be a natural person who is 18 years of age or older.

Georgia PTA Policies and Procedures

2.00 Duties

- a. All members of the Board shall be a member of a local PTA/PTSA chartered by Georgia PTA and shall reside in the State of Georgia and shall:
- b. Abide by the PTA Purposes and Basic Policies;
- c. Not hold more than one (1) state position simultaneously;
- d. Not serve simultaneously as a council or local unit PTA President;
- e. Act in good faith to promote the work of the Georgia PTA, including signing a Georgia PTA Board contract;
- f. Forward to the state President all invitations received to represent the Georgia PTA and attend only with the President's approval, unless such invitations are within the normal scope of the Board member's duties (excluding District Directors within their district);
- g. Forward to the state President all fees, gratuities, or honoraria for speeches or other services rendered in the name of the Georgia PTA;
- h. Invite the President to attend your committee meetings and provide a copy of your meeting schedule;
- i. Use their PTA title only for approved Georgia PTA business;
- j. Conduct workshops and leadership trainings as assigned by the President;
- k. Submit a quarterly report via email to all members of the Board of Directors no later than ten (10) days prior to each scheduled Board meeting. The report shall be no longer than two (2) pages;
- l. Submit an annual report via email to all members of the Board of Directors no later than June 1;
- m. Attend all Board of Directors meetings and Georgia PTA sponsored events unless excused by the President. Board members shall submit, in writing, at least ten (10) days prior to the meeting, a request to the President and Secretary to be excused from the meeting;

- n. Provide a current resume to keep on file at the state office;
- o. Complete field service requests approved by the President and the appropriate data forms; and
- p. Read reports and select the outstanding units based upon criteria approved by the Board of Directors. (Includes Districts and Councils)

Georgia PTA Strategic Plan 2016 - 2019

Strategic Initiatives:

Advocacy - We shall build upon the legacy of PTA so that every member becomes a knowledgeable and engaged advocate.

Membership - We shall increase Georgia PTA membership by 2% over each previous year, and increase membership by 5% in selected target markets within the state.

Leadership - We shall recruit, train, and support our present and future leadership.

Organizational Effectiveness - We shall strive to achieve and sustain the success of the association.

Family Engagement - We shall strengthen, support, and sustain family engagement to support student success and school improvement.

Diversity - We shall build and maintain a diverse and inclusive association.

Financial Viability - We shall create exceptional long-term financial stability and growth.

DESCRIPTIONS OF RESPONSIBILITIES FOR ABOVE REFERENCED OFFICER POSITIONS

Georgia PTA Bylaws,

ARTICLE IX: DUTIES OF OFFICERS, Sections 1 - 6

Section 1. The President shall: *(the current President-Elect will move to this position at the close of CLT 2019)*

- a. Be the chief executive officer of the association;
- b. Sign and execute all bonds, stock certificates, mortgages, contracts, agreements or other obligations in the name of the Georgia PTA as authorized by the Board of Directors;
- c. Preside at all annual conventions, meetings of the Board of Directors, the Executive Committee, and any other meetings of the Georgia PTA;
- d. Create and appoint special committees as necessary;
- e. Appoint a parliamentarian who shall serve at meetings of the Executive Committee, Board of Directors, and convention meetings; the parliamentarian shall be a member of the National Association of Parliamentarians and shall be a non-voting member of the Executive Committee and Board of Directors;
- f. Serve as a member of the Board of Trustees;
- g. Be a member ex-officio of all committees of the Board of Directors except the committee on nominations and the committee on elections;
- h. Approve all communications and materials to be distributed by board members in the scope of their PTA work.
- i. Coordinate the work of the officers and committees;
- j. Present a written report of the president's activities and a written itemized account of the president's expenses at each Board of Directors meeting; and
- k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.

Section 2. The President-Elect shall:

- a. Work under and in cooperation with the president and fulfill such other duties as may be assigned by the president;
- b. Perform the duties of the president in the president's absence or inability to act;
- c. Serve as a member of the Finance Committee;
- d. Serve as a member of the Board of Trustees;
- e. Negotiates convention contracts for the two (2) years he/she will serve as president. Once the contract is complete, it will be signed by the president;
- f. Attend as a delegate, the National PTA Legislative Conference and the National PTA Convention;
- g. Present a written report of the president-elect's activities and a written itemized account of the president-elect's expenses at each Board of Directors meeting;
- h. Register signature on all Georgia PTA financial accounts; and
- i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.

Section 3. The First Vice President shall:

- a. Act as an aide to the president;
- b. Perform the duties of the president in the absence of the president and the president-elect or their inability to act; and
- c. Perform such duties as may be provided for by these bylaws prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

Section 4. The Second Vice President shall:

- a. Act as an aide to the president;
- b. Perform the duties of the president in the absence of the president, the president-elect, and the first vice president or their inability to act; and
- c. Perform such duties as may be provided for by these bylaws prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

Section 5. The Secretary shall:

- a. Keep an accurate account of all meetings;
- b. Send a copy of the minutes to the Georgia PTA state office;
- c. Be prepared to read the records, or any portion thereof, of any previous meetings;
- d. File all records in the state office; and
- e. Perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

Section 6. The Treasurer shall:

- a. Maintain a full account of the funds of the Georgia PTA;
- b. Cause to be kept a full and accurate account of the receipts and disbursements in books belonging to the Georgia PTA;
- c. Countersign all checks with the president or an officer designated by the president;
- d. Provide a written financial statement at each meeting of the general membership, Board of Directors, and Executive Committee meeting or other times as required;
- e. Present an annual report of the financial condition of the association to the body at the annual state convention;
- f. Serve as chairperson of the Finance Committee;
- g. Serve as chairperson of the Board of Trustees; and
- h. Perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.



ALL COMPLETED NOMINATION PACKAGES MUST BE SUBMITTED AS OUTLINED ON PAGES 1 and 11 OF THIS NOMINATION PACKAGE, POSTMARKED BY JANUARY 19, 2019 FOR CONSIDERATION AS A SLATED OFFICER POSITION. NO FAXED OR ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.

LETTER OF INTENT FORM

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone: Home _____ Cell _____

E-mail _____

Work Title _____ Work E-mail _____

Company Address _____

City _____ State _____ Zip Code _____

Telephone: Work _____

I may be contacted at work.

I wish to be considered for the following position(s). If more than on position is selected, rank them in order of preference.

- rank _____ President-Elect
 rank _____ First Vice President
 rank _____ Second Vice President
 rank _____ Secretary
 rank _____ Treasurer

Please include a one-page cover letter sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as skills and expertise you would bring to the position(s). Cover letter must be on one side of an 8 1/2" x 11" single sheet of paper, in no smaller than 12-point font type, single-spaced.

PROFESSIONAL / PERSONAL REFERENCES

List three (3) references that will be available and may be contacted by members of the Committee on Nomination of Officers 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 e-mail address and preferred telephone numbers to aid in scheduling interviews. References may or may not be contacted. Please do not include members or alternates of the Committee on Nomination of Officers as references.

REFERENCE 1: Relationship _____
Name _____
Address _____
City _____ State _____ Zip Code _____
Telephone: Home _____ Cell _____

REFERENCE 2: Relationship _____
Name _____
Address _____
City _____ State _____ Zip Code _____
Telephone: Home _____ Cell _____

REFERENCE 3: Relationship _____
Name _____
Address _____
City _____ State _____ Zip Code _____
Telephone: Home _____ Cell _____

What qualifications, skills, and / or leadership attributes do you have that best qualifies you for the position you are applying? What qualifications, skills, and / or leadership attributes do (did) you demonstrate when you served on the Georgia PTA Board of Directors during your tenure as a current or previous board member?

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.

The Purposes of the PTA

- To promote the welfare of 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 relation the home and the school, so 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 that you have reviewed and agree with PTA's vision, mission, values, strategic initiatives, and purposes and you are currently a 2018 - 2019 PTA member. Please attach a copy of your current 2018 - 2019 PTA membership card to this page.

I am a member of (local unit PTA / PTSA name) _____ PTA / PTSA

Unit# _____ in (city) _____.

Signature

Print Name

Date Signed

TEMPLATE IN PREPARING RESUME / BIO

LOCATION / SPACE
FOR YOUR HEADSHOT

(JPEG FORMAT
PREFERRED)

NAME
ADDRESS
ADDRESS
TELEPHONE NUMBERS
EMAIL ADDRESS

Personal and Professional Information

-
-
-
-

PTA Involvement

Current service includes:

-
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-
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Previous service includes:

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Community Involvement

Current service includes:

-
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-
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Previous service includes:

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-

Honors and Awards (Optional)

-
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-
-

CHECKLIST FOR THE COMPLETED NOMINATION PACKAGE:

- Page 7 - Letter of Intent Form; **and** a 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 bring to the position(s). Cover letter must be one-sided of an 8 1/2" x 11" single sheet of paper, in no smaller than 12-point type, single-spaced.
- Page 8 - Professional / Personal References form; **and** the question at the bottom of the page answered.
- Page 9 Signature of Agreement and Submission Form **along with** a copy of your current 2018 - 2019 PTA / PTSA membership card attached to the page.
- Page 10 - Completed Resume / Bio **along with** your headshot included in the space provided (JPEG format preferred) at the top of the page.
- Page 11 - Checklist for the completed Nomination Package.
- Please initial all pages (7 to 11) at the top right hand corner.

It is highly advisable for all candidates to:

- Make a full copy of your completed Nomination Package for your records.
- Read through all Georgia PTA governance documents on the nomination process, including the Policy on Elections.

When assembling your completed Nomination Package to be considered for a slated officer position, please remember - All completed Nomination Packages must be submitted in the following manner (from page 1):

1. All required documents must be included in a sealed envelope.
2. Do not write the officer position(s) being sought on the sealed envelope - front or back.
3. Sign your signature across the sealed portion on the back of the envelope, in blue pen.
4. All completed Nomination Packages must be **postmarked by January 19, 2019 and mailed to:**
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Committee on Nomination of Officers
830 Glenwood Avenue SE
Suite 510-274
Atlanta, GA 30316
5. Send an e-mail to the Georgia PTA Committee on Nomination of Officers at:
gptaofficernominations@gmail.com to notify committee members that a completed Nomination Package has been mailed. E-mail should be sent the day the completed Nomination Package has been mailed. If using FedEx or UPS (or other delivery service), include the Tracking Number in the e-mail.
6. No fax or electronic submissions will be accepted.

Georgia PTA Committee on Nomination of Officers | 2019 - 2021

Members:	Donna Kosicki, Chair	Alternates:	Yaasmeen Rhett-Nyjah
	Amanda Weber, Vice Chair		Lori Sweet
	Anita Hagins-Jones		
	Sandra Narcisse-Jones		
	Sondra Parham		

All questions and comments on the process for Nomination of Officers shall be e-mailed to: gptaofficernominations@gmail.com.