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Phoenix, AZ 85007  
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www.azpta.org

Dear PTA/PTSA Members,

Over 115 years ago Arizona PTA was established as a charter of the National PTA to meet a profound challenge; to better the lives of children in Arizona. Today's PTA continues to flourish because it has never lost sight of its goal: to change the lives of children across our great nation for the better. "Together we are a powerful voice for children. With your help, we can continue to work toward PTA's goals of a quality education and nurturing environment for every child."

The Arizona PTA Nominating Committee is searching for qualified individuals to fill the following Arizona PTA leadership positions for a two-year term beginning July 1, 2021. Any member of Arizona PTA, including local PTA/PTSA members may submit nominations for consideration to the Arizona PTA Nominating Committee. Such nominations must be submitted to the chair (of the nominating committee) by January 15, 2021.

<ul style="list-style-type: none"> <li>• President - Elect</li> <li>• Vice - President</li> </ul>	<ul style="list-style-type: none"> <li>• Northwest Maricopa Region Director</li> <li>• North Central Maricopa Region Director</li> <li>• Southeast Maricopa / Pinal Region Director</li> <li>• Southern Arizona Region Director</li> </ul>
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The Nominating Committee will review nominations for elected offices, will conduct interviews and submit a Nominating Committee report to the Board of Managers. The nomination form is attached to this message and will be posted on the ARIZONA PTA website, <http://www.azpta.org>. The process will follow this general schedule:

- January 15, 2021 Deadline for submitting an Officers Position Nomination form and Candidate's Letter of Intent Form, submit to chair at [nomination@azpta.org](mailto:nomination@azpta.org)
- January 15, 2021 Deadline for submitting Candidate's Resume/Biographical information, Cover Letter, Photo (JPEG format) and Professional and Personal references, submit to Nominating Committee Chair at [nomination@azpta.org](mailto:nomination@azpta.org)
- Candidate Interviews: The Nominating Committee will review all nominated individuals and will conduct interviews of all qualified nominees and the professional and personal references. Interviews of candidates are typically conducted during the Nominating Committee meetings. Other arrangements may be made for nominees who are unavailable during these meetings. All nominees will be notified of a specific time for the interview and allowed an opportunity to consider any office prior to making a decision.
- After written consent of the nominees has been secured, the Nominating Committee Chair shall, by March 1<sup>st</sup> send a list of the slated nominees to the Arizona PTA President for publication to the Board of Managers and all Local PTA/PTSA units at least sixty (60) days prior to the election.
- The Nominating Committee/Chair shall report selected nominees to the delegates attending the annual Arizona PTA Convention on the first (1<sup>st</sup>) day of the convention. Elections will be held during the annual convention.

**Arizona PTA Suggested Qualifications:**

Knowledgeable about and adheres to the Mission, Purposes, Principles, bylaws and operational requirements of PTA. Has a working knowledge of Robert's Rules parliamentary procedures, is experienced in PTA/PTSA or other not-for-profit organizational work. Exhibits enthusiasm and a passion for PTA. In addition, has a willingness to make the Arizona PTA a priority for his/her schedule relative to the responsibilities and duties of the office.

Attached is a nomination form, the Candidate's Letter of Intent, Resume, Cover Letter, and Professional and Personal References forms. Included are the qualifications/criteria for each elected position and the procedures. Please distribute this information to any PTA/PTSA member interested in serving as an Arizona PTA/PTSA officer. PTA/PTSA members may nominate themselves. Forms are available on the Arizona PTA website, <http://www.azpta.org>

If you should have any questions on the nomination process, please feel free to contact the Nominating Chair at [nomination@azpta.org](mailto:nomination@azpta.org)



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## **The following Arizona PTA positions are up for election:**

Officers from Group 1, elected in odd numbered years, for a term of two (2) years.

- President - Elect
- Vice - President

Region Directors from Group 1, elected in odd numbered years, for a term of two (2) years. All terms begin on July 1, 2021.

- Northwest Maricopa Region Director
- North Central Maricopa Region Director
- Southeast Maricopa / Pinal Region Director
- Southern Region Director

Included in the documents are the forms needed to complete your nomination for submission to the Arizona PTA Nominating Committee for their consideration. This information allows you to make nominations for the above positions and to be eligible for consideration by the Nominating Committee.

**Deadline for: Nomination Forms and Candidate's Letter of Intent is January 15, 2021.**

**Submit via email to: [nomination@azpta.org](mailto:nomination@azpta.org)**

**Deadline for: Candidate's Resume/Cover Letter, Professional and Personal references and photo (JPEG format) is Friday, January 15, 2021. Submit via email to: [nomination@azpta.org](mailto:nomination@azpta.org)**

Documents and information included in the call for nominations are the following:

1. Procedures, qualifications/criteria, duties of each officer as stated in the Arizona PTA Bylaws; and
2. Nomination form; and
3. Candidate's letter of intent form; and
4. Candidate's resume information; and
5. Cover letter and photo; and
6. Professional and personal references form; and
7. Checklist of required documents.



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## Procedures, Qualifications and Criteria

### Qualifications/Criteria:

The eligibility requirements for candidates to the offices listed below are found in the **Arizona PTA Bylaws Article VIII. Arizona PTA Officers and Their Election, Section 2. Subsection A. through D., and Section 3**

**President-Elect:** "To be eligible for nomination to the office of President or President-Elect, a person must have experience serving as an officer for at least one (1) year on a local PTA/PTSA unit or council land at least two (2) years of Arizona PTA Board of Managers and Executive Committee experience and is a member in Good Standing upon assuming office July 1<sup>st</sup>."

**Vice-President:** To be eligible for nomination to the office of Vice-President, a person must have experience serving as an officer for at least one (1) year on a local PTA/PTSA unit or council land at least two (2) years of Arizona PTA Board of Managers and Executive Committee experience and is a member in Good Standing upon assuming office July 1<sup>st</sup>.

**Region Director(s):** The Region Directors are exempt from the requirement of the Arizona PTA Board of Managers experience. However, to be eligible for nomination as Region Director, a person must have a background of at least two (2) years accumulated PTA/PTSA experience.

**Note: A region director's nomination must be signed by a person within their region.**

### **Additional criteria for all elected positions:**

Each officer must reside in Arizona be a paid member of a local PTA/PTSA unit within the area of the Arizona PTA.

**Note:** Regarding experience serving in a local PTA/PTSA, PTA/PTSA council, region or Arizona PTA – A year shall be defined as twelve (12) months of service from the date of assuming office July 1 (annually).

### Nominations from the Floor:

In the event that a candidate would like to be nominated from the floor at the Arizona PTA annual convention, **the nominee must meet all the qualifying criteria.** Any member planning to run from the floor for an office must give notice and their consent to the Arizona PTA President **not less than twenty-one (21) days prior to General Meeting one (1) of the annual Arizona PTA convention.** The Arizona PTA President will inform the nominating committee chair who then shall verify the candidate's credentials.



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### **Procedures:**

All candidates must adhere to the following procedures to be eligible for consideration by the nominating committee.

1. The Nomination form - Deadline January 15 ,2021 see page six (6); and
2. The Candidate's signed Intent form – Deadline January 15, 2021, this must be signed by candidate, see page seven (7); and
3. Your Resume/ Biographic information- Deadline January 15, 2021, details of what should be included are on page eight (8); and
4. Your Cover Letter – Deadline January 15, 2021, one 8 ½" by 11" page, with no smaller than 12-point font with a limit of two hundred and fifty (250) words, see page eight (8); and
5. Professional and personal references – Deadline January 15, 2021, see page nine (9); and
6. Your Photo (JPEG format)

❖ *Note: If selected by the Nominating Committee to be a slated candidate, information from your biography/qualifications will be published in the pre-convention Arizona PTA publication to inform members about your candidacy. Your biography/qualifications, information and the photo you supply will be published in the Arizona PTA convention program given to delegates during their registration.*

### **Duties of Officers:**

The positions of President-Elect, Vice-President and Region Director(s) may be found in Article IX. Duties of Officers, Sections 2, Section 3, and Section 5.

#### **The President-Elect shall:**

- Act as an aide to the President and perform other duties as may be assigned by the President; and
- Serve as a member of the Executive Committee and the Board of Managers; and
- Serve as a member of the Office Management Team; and
- Shall be a member ex-officio of all committees that are not otherwise designated to be chaired by other officers; and
- Perform the duties of the office of President in the President's absence or when the President is unable to perform his/her duties; and
- Perform other duties as may be assigned by the Board of Managers and/or the Executive Committee.

#### **The Vice-President shall:**

- Act as an aide to the President and perform other duties as may be assigned by the President; and
- Serve as a member of the Executive Committee, the Board of Managers and the Office Management Team; and



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**The Vice-President – continued:**

- Shall be an ex-officio member of the committees designated in this section and all meetings for Region Directors and of PTA Councils presidents; and
- Provide support, guidance, training, and oversight for PTA 501 (c)(3) tax-exempt non-profit policies, procedures and the maintenance of the "Standards of Affiliation" (SOA) for local PTA/PTSA units, for Region Directors, and Field Service Chair and Field Service Committee, and PTA/PTSA Council Presidents and Councils.
- Provide support, guidance and oversight for the following committees: Bylaws, Field Service Committee, State and Local Unit Relations and as may be assigned to aid the President, the Board of Managers or the Executive Committee; and
- Perform other duties as may be assigned by the Board of Managers and/or the Executive Committee.

**The Region Directors shall:**

- Serve as a member of the Board of Managers; and
- Serve as the Arizona PTA representative and liaison for a respective geographical region; and
- Provide support, guidance, mentorship, and oversight for PTA 501 (c)(3) tax-exempt nonprofit policies, procedures, and the maintenance and compliance with the "Standards of Affiliation" (SOA) for Local PTA/PTSA units, and shall organize/charter new local PTA/PTSA units and Council PTA/PTSAS; and
- Perform other duties as may be assigned by the President, the Executive Committee and/or the Board of Managers.

**Additional duties for all Officers:**

The officer positions of President-Elect, Vice-President and Region Director are members of the Arizona PTA Board of Managers and as such shall attend the meetings called for the Board of Managers President-Elect and Vice President members of the Arizona PTA Executive Committee and as such shall attend the meetings called for the Executive Committee. Region Directors may be elected to the Executive Committee and if elected shall attend the meetings called for the Executive Committee. In addition, the President-Elect and the Vice-President are members of the Arizona PTA Office Management Team and shall attend meetings called for the Office Management Team.



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### Nomination Form

The Nomination Form and Candidate’s Letter of Intent form must be submitted to the Nominating Committee **NO LATER THAN January 15, 2021.** Note: Candidates for Region Director(s) may only be nominated by a person from within their own PTA/PTSA region.

**Please Submit VIA Email: [nomination@azpta.org](mailto:nomination@azpta.org)**

**ONLY One (1) Nominee Per Form**

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I wish to nominate \_\_\_\_\_ for the position of  
(Candidate’s Printed Legal Name)

- \_\_\_\_ President-Elect
- \_\_\_\_ Vice-President
- \_\_\_\_ North Central Maricopa Region Director
- \_\_\_\_ Northwest Maricopa Region Director
- \_\_\_\_ Southeast Maricopa/ Pinal Region Director
- \_\_\_\_ Southern Arizona Region Director

Name of PTA/PTSA member submitting candidate \_\_\_\_\_

Name of Local/PTSA unit of the member submitting the candidate  
\_\_\_\_\_

Qualifications of candidate  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of PTA/PTSA member making nomination)



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### Candidate's Letter of Intent Form

Please Submit VIA EMAIL TO: [nomination@azpta.org](mailto:nomination@azpta.org)

**NO LATER THAN JANUARY 15, 2021**

#### RETURN with Nomination Form and signed Candidate's Letter of Intent Form

It is, \_\_\_\_\_ (Print legal name) intent to be considered for the position of \_\_\_\_\_ (Print officer/position title)

with the Arizona PTA, and he/she will accept the nomination for \_\_\_\_\_ if selected to run (print officer/region position)

for that office with Arizona PTA and will serve if elected.

I am a member of \_\_\_\_\_ PTA/PTSA (Name of local PTA/PTSA unit)

My PTA/PTSA region is \_\_\_\_\_ (Arizona PTA Regions: Northwest Maricopa, North Central Maricopa, Northeast Maricopa/Gila, Southeast Maricopa/Pinal, Southwest Maricopa, Southern Arizona, Northern Arizona and Western Arizona.)

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State: Arizona, Zip Code: \_\_\_\_\_ + 4 \_\_\_\_\_.

Cell phone #: ( ) \_\_\_\_\_

Home or Work phone #: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

2<sup>nd</sup> Email Address: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Written Signature of Candidate)



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## **Candidate's Resume and Cover Letter Information**

**Please Submit VIA EMAIL To: [nomination@azpta.org](mailto:nomination@azpta.org)  
NO LATER THAN JANUARY 15, 2021**

**Return with Cover Letter, professional and personal references, and photo** (JPEG format).

Dear Candidate:

The Nominating Committee is pleased to have you run for an Arizona PTA office. The Nominating Committee will be using the information from your resume, professional and personal references, and cover letter to help select the candidates for the slate of officers.

If selected by the Nominating Committee to be placed on the nominated SLATE at the Arizona PTA convention, your qualifications and brief resume will be published in an Arizona PTA pre-convention publication to inform members about your candidacy. Your qualifications, brief biographical information and the photo you supply will be published in the Arizona PTA convention program given to delegates during their registration.

Resumes will be edited for uniformity and to meet space requirements in the Arizona PTA pre-convention publication and the Arizona PTA convention program.

Please submit your biographical information/resume on an additional 8 ½" x 11" paper no smaller than 12 point font size and limit resume to 500 words or less.

Your resume should contain:

1. Your legal name, address, email addresses, and contact phone number(s); and
2. Personal and professional information, including skills and attributes useful to the office your seeking; and
3. List your current and past PTA/PTSA experience. Please include the level(s) of your PTA/PTSA service (i.e. local PTA/PTSA unit, PTA/PTSA council, PTA region, Arizona PTA and the corresponding dates of service; and
4. Community involvement current and previous, including dates of service.

Please submit your cover letter on an additional 8 ½" x 11" paper no smaller than 12 point font and limit letter to 250 words or less.

Your cover letter should be written to include:

- What values, skills, attributes and talents you would bring to Arizona PTA as a member of the Board of Managers
- What you can do if you serve in the officer's position you are seeking.
- Give brief description of any special program or project in which you played a key role.





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## Professional and Personal References

Please give three (3) references that may be contacted by members of the Arizona PTA Nominating Committee regarding your qualifications, knowledge, talents and attributes, as well as your capacity to serve in the officer position for which you have applied to be considered. **Do not list only personal references.**

To help the Nominating Committee with contacting your professional and personal references, please include both email addresses and preferred phone numbers. Please indicate the best days or times for the committee to make contact. References may or may not be contacted in person.

### Print or Type Information

**1<sup>st</sup> reference:** indicate your relationship: \_\_\_\_\_  
Name: (please print full name & any title)  
Address: \_\_\_\_\_  
City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_  
Email addresses: (Personal) \_\_\_\_\_ (Work) \_\_\_\_\_  
Phone #s: Work ( ) \_\_\_\_\_, Home ( ) \_\_\_\_\_, Cell ( ) \_\_\_\_\_

**2<sup>nd</sup> reference:** indicate your relationship: \_\_\_\_\_  
Name: (please print full name & any title)  
Address: \_\_\_\_\_  
City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_  
Email addresses: (Personal) \_\_\_\_\_ (Work) \_\_\_\_\_  
Phone #s: Work ( ) \_\_\_\_\_, Home ( ) \_\_\_\_\_, Cell \_\_\_\_\_

**3<sup>rd</sup> reference:** indicate your relationship: \_\_\_\_\_  
Name: (please print full name & any title)  
Address: \_\_\_\_\_  
City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_  
Email addresses: (Personal) \_\_\_\_\_ (Work) \_\_\_\_\_  
Phone #s: Work ( ) \_\_\_\_\_, Home ( ) \_\_\_\_\_, Cell ( ) \_\_\_\_\_  
Use this space for any further details about contacting your references:

Have you had the opportunity to work with Arizona PTA leadership, National PTA leadership or another National non-profit association or organization? If so, please give the details below.



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## Check List

The following required documents must be submitted to Arizona PTA to be eligible for consideration for an Officer position by the Arizona PTA Nominating Committee.

- 1. Nomination form to include: name of PTA/PTSA member submitting nomination, local PTA/PTSA unit of member submitting. DEADLINE: January 15, 2021
- 2. Candidate's Letter of Intent form to include: candidate's signature, local PTA/PTSA unit of record. DEADLINE January 15 ,2021.
- 3. Candidate's resume, 8 ½" x 11" page, no smaller than 12 point font and 500 words or less – Deadline, January 31, 2021.
- 4. Professional and personal references form – Deadline, January 15, 2021.
- 5. Cover letter, 8 1/2" x 11" page, no smaller than 12 point font and 250 words or less Deadline, January 15, 2021.
- 6. Photo, wallet sized, preferred JPEG format – Deadline, January 15, 2021.

**Please be sure the candidate's signature is on the letter of intent form, along with the PTA/PTSA unit name.**

All documents and materials must be received by the Arizona PTA Nominating Committee **on or before the Arizona PTA DEADLINE - January 15, 2021**. Submission may be done by the following methods:

- A. SUBMIT by Email To: [nomination@azpta.org](mailto:nomination@azpta.org)

**If you have any question or difficulty with submission please contact the Arizona PTA Nominating Committee. [nomination@azpta.org](mailto:nomination@azpta.org)**

Thank you for taking the time to submit a nomination to Arizona PTA!