



everychild.one voice.®

Dear PTA/PTSA Members,

Over 115 years ago Arizona PTA was established as a charter association 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 officer positions for a two-year term beginning July 1, 2022:

<ul style="list-style-type: none"> • Secretary • Treasurer • Vice-President of Membership 	<ul style="list-style-type: none"> • Northeast Maricopa / Gila Region Director • Northern Arizona Region Director • Southwest Maricopa Region Director • Western Region Director
--	--

The Nominating Committee will review all nominations submitted for elected offices, will conduct interviews and submit a Nominating Committee report to the Arizona PTA Board of Managers. The nomination form is posted on the Arizona PTA website, <http://www.azpta.org>. The process will follow this general schedule:

- Nominations Deadline: The deadline for submitting a nomination form for an officer position is January 15, 2022.
- Candidate Interviews: The Nominating Committee will review all nominations and will conduct interviews of all qualified nominees. For the most part, these interviews will be conducted during the Nominating Committee meetings. However, other arrangements will be made for nominees who are unavailable during these meetings. All qualified nominees will be notified of their specific time for an interview and allowed an opportunity to consider another open officer position prior to giving final written consent.
- Report of Nominating Committee: The Nominating Committee will report the selected nominees to the Arizona PTA President by March 1st.
- The Nominating Committee shall make a report on the first day of the annual Arizona PTA Convention.

Arizona PTA Suggested Qualifications:

- Knowledgeable of and can relate to the Purposes and basic policies of the National PTA.
- Familiar with parliamentary procedure and Robert's Rules of Order
- Experienced in PTA/PTSA or other organizational work.
- Enthusiastic about Arizona PTA and its work.
- Willingness to make Arizona PTA a priority in one's personal schedule in order to fulfill the responsibilities and duties of the officer position

The nomination form lists the qualifications for each elected position. Please distribute this information to any PTA/PTSA member interested in serving as an 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 nominating process, please feel free to contact Amanda Reyes, Nominating Committee Chair at nomination@azpta.org.

The following Arizona PTA officer positions are up for election:

Officers from Group 2, elected in even numbered years, for a term of two (2) years;

- Secretary
- Treasurer
- Vice-President of Membership

Region Directors from Group 2, elected in even numbered years, for a term of two (2) years;

- Northeast Maricopa / Gila Region Director
- Northern Arizona Region Director
- Southwest Maricopa Region Director
- Western Region Director

Review carefully the forms and information needed to complete your nomination for submission to the nominating committee for their consideration. **All nominations must be received by Arizona PTA via email (nomination@azpta.org) no later than January 15, 2022,** to be eligible for consideration by the Nominating Committee.

Documents and information included in this 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. Nominee's letter of intent form; and
4. Nominee's resume information; and
5. Cover letter and photo; and
6. Professional and personal references form; and
7. Checklist of required documents.

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 ELECTIONS, Section 2, and Section 3.**

Secretary: To be eligible for nomination to the office of Secretary, a person must have a background of at least two (2) years accumulated PTA/PTSA experience. This position is exempt from the requirement of the Arizona PTA Board of Managers experience. Nominees must be a member of a local PTA/PTSA unit before the election.

Treasurer: To be eligible for nomination to the office of Treasurer, a person must have a background in bookkeeping or finance. This position is exempt from the requirement of the Arizona PTA Board of Managers experience. Nominees must be a member of a local PTA/PTSA unit before the election.

Vice-President of Membership: To be eligible for nomination to the office of Vice-President of Membership, a person must have experience serving as an officer of a local PTA/PTSA unit or PTA/PTSA council totaling at least two (2) years and have a background in membership, and data management skills. This position is exempt from the requirement of the Arizona PTA Board of Managers experience. Nominees must be a member of a local PTA/PTSA unit before the election.

Region Director(s): Must have a background of at least two (2) years accumulated PTA/PTSA experience. This position is exempt from the requirement of the Arizona PTA Board of Managers experience. Nominees must be a member of a local PTA/PTSA unit before the election. **Note: A Region Director's nomination must be signed by a person within their region.**

In addition to the criteria given above:

Each officer nominee must be a member of a local PTA/PTSA unit within the area of the Arizona PTA. In other words, for a candidate to be eligible for nomination they must reside in Arizona and be a paid member of a local PTA/PTSA unit that has been chartered by Arizona PTA.

In regard to experience with a local PTA/PTSA unit and/or a PTA/PTSA council, a year shall be defined as twelve (12) months of service from the date of assuming office July 1st

Nominations from the Floor:

In the event that a person would like to be nominated from the floor at the Arizona PTA annual convention, **the nominee for office must meet all the qualifying criteria.** Any member planning to make a nomination for an office from the convention floor or any member planning to run from the floor for an office must advise the Arizona PTA President **not less than twenty-one (21) days prior to General Meeting one (1) of the annual Arizona PTA convention and the nominee's consent must have been secured by that time.** The nominating committee chair shall verify the nominees' credentials.

Procedures:

All nominations and the following documents must be submitted to the Chair of the Nominating Committee, **no later than January 15, 2022** for a candidate to be eligible for consideration by the nominating committee.

1. A nomination form, and
2. A signed intent form, which must be signed by the candidate, and
3. A biographic information page, and
4. Professional and personal references, and
5. A cover letter which indicates what the nominee can do for Arizona PTA if elected to serve in this office; what values, attributes, skills and talents that can be brought to Arizona PTA as a member of the Board of Managers. It may include any special programs/projects in which you played a key role.

❖ ***Note: If selected by the Nominating Committee, information from your biography/qualifications will be published in a 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 duties of the Secretary, Treasurer, Vice-President of Membership and the Region Director(s) may be found in the Arizona PTA Bylaws Article IX: DUTIES OF OFFICERS, Sections 4, Section 5, Section 6, and Section 7. Please refer to these bylaws for further information.

The Secretary:

- Serves as the Secretary of the corporation
- Serves as a member of the Arizona PTA Executive Committee and Board of Managers
- Serves a member of the Office Management Team
- Attends the annual Arizona PTA convention, all meetings of the Board of Managers and of the executive Committee and shall act as a clerk thereof and record all votes and the minutes of all proceedings
- Perform other duties as may be assigned to aid the Arizona PTA President, the Executive Committee and/or the Board of Managers

The Treasurer:

- Serves as the Chair of the Budget and Finance Committee
- Serves as a member of the Arizona PTA Executive Committee and Board of Managers
- Serves as the Chair of the Office Management Team
- Collects and receives all money due the Arizona PTA and deposits the same in a depository
- Disburses the funds of the Arizona PTA upon order of the Arizona PTA Board of Managers
- Makes a full financial report during the Arizona PTA convention and at the annual meeting of the Board of Directors
- Perform other duties as may be assigned to aid the Arizona PTA President, the Executive Committee and/or the Board of Managers.

The Vice-President of Membership:

- Serves as the Chair of the Membership Committee
- Serves as a member of the Arizona PTA Executive Committee and Board of Managers
- Works with the Membership Committee to prepare and present membership Awards at the annual Arizona PTA Convention
- Develops with the Membership Committee the Arizona PTA Membership Plan.
- Perform other duties as may be assigned to aid the Arizona PTA President, the Board of Managers and/or the Executive Committee.

The Region Directors:

- Serve as a member of the Board of Managers
- Serve as the Arizona PTA representative and liaison for a respective geographical region
- Support current local PTA/PTSA units and organize new local PTA/PTSA units and councils.
- Perform other duties as may be assigned by the President, the Executive Committee and/or the Board of Managers.



everychild.one voice.®

Nomination Form

The nomination form, intent form, and other documents must be submitted to the Nominating Committee **NO LATER THAN January 15, 2022.** **Note: Nominees** for Region Director may only be nominated by a person from within their own PTA/PTSA region.

Please Submit To: Arizona PTA
Via Email: nomination@azpta.org

I/We wish to nominate _____ for the position of
(Candidate's Printed Legal Name)

- ___ Secretary
- ___ Treasurer
- ___ Vice-President of Membership
- ___ Northeast Maricopa / Gila Region Director
- ___ Southwest Maricopa Region Director
- ___ Northern Arizona Region Director
- ___ Western Region Director

Name of PTA/PTSA member submitting nominee _____

Name and PTA ID # of Local PTA/PTSA unit submitting candidate _____

Qualifications of candidate

(Date) (Name typed here is considered Signature of PTA/PTSA member making nomination)

This form may be duplicated, however, only one nominee per form.



everychild.one voice.®

Letter of Intent Form

Please Submit To: Via Email at: nomination@azpta.org

NO LATER THAN JANUARY 15, 2022

RETURN with Nomination and Nominee’s other required documents.

It is, _____ intent to be considered for the position of _____
(Print legal name) (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, with PTA ID # _____.
(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: _____

2nd Email Address: _____

(Date) Name typed here is considered Signature of Candidate, Consent will be verified)

Nominee's Resume and Cover Letter Information

Please Submit To: ARIZONA PTA Via Email to: nomination@azpta.org

NO LATER THAN JANUARY 15, 2022

Return with nomination form, letter of intent form, professional and personal references, cover letter and photo (JPEG format preferred).

Dear Nominee:

The Nominating Committee is pleased to have you run for an Arizona PTA office. The 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 ballot at convention, your qualifications and information will be published in an Arizona PTA pre-convention publication to inform members about your candidacy. Your qualifications, 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 an Arizona PTA pre-convention publication and the Arizona PTA convention program.

Please submit your biographic 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 you're seeking; and
3. List your current and past PTA/PTSA experience. Please include the level(s) of your PTA/PTSA service (i.e., local unit, council, region, state, national) 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 office/position you are seeking.
- Give a brief description of any special program or project in which you played a key role.



everychild.onevoice.®

Professional and Personal References

Please give three (3) references that may be contacted by members of the Nominating Committee regarding your qualifications, knowledge, talents and attributes, as well as your capacity to serve in the position for which you have applied to be considered. To help the Nominating Committee with contacting your professional and personal references, please include both email addresses and preferred phone numbers. Please indicate any known days or times for the committee to make contact. References may or may not be contacted.

Print or Type Information

1st 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 () _____

2nd 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 () _____

3rd 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.



everychild.one voice.®

Check List

The following required documents must be submitted to Arizona PTA by email to be eligible for consideration for Officer/Region Director positions by the Nominating Committee.

- 1. Nomination form to include: name of PTA/PTSA member submitting the nomination, local PTA/PTSA unit of member submitting, and local PTA/PTSA unit identification number (this may be by contacting your Region Director); and
- 2. Letter of Intent form to include: nominee's signature, local PTA/PTSA unit of record, and identification number of local unit; and
- 3. Nominee's resume, 8 1/2" x 11" page, no smaller than 12-point font and 500 words or less; and
- 4. Professional and personal references form; and
- 5. Cover letter, 8 1/2" x 11" page, no smaller than 12-point font and 250 words or less; and
- 6. Photo, wallet sized, preferred JPEG format.

Please be sure the nominee's signature is on the letter of intent form, along with the PTA unit and PTA ID number.

All documents and materials must be received at the Arizona PTA state office **on or before January 15, 2022**. Submission may be done by:

- A. By Email To: nomination@azpta.org