

LETTER OF INTEREST

For those interested in serving on the Georgia PTA Board of Directors. Current board members interested in serving in a different capacity, need only to complete the Nomination Form.

PLEASE send copies of entire Letter of Interest to:

President at presgapta@bellsouth.net,

President Elect at presidentelect@georgiapta.org,

District Director at district12director@georgiapta.org and

Committee Chair at reflectionsapta@bellsouth.net

by Friday, September 3, 2010.

* Open Positions (updated August 23, 2010)

PLEASE READ THE ENCLOSED MATERIALS CAREFULLY

Included are:

- Provisions for Committee Chairs Serving on the Georgia PTA Board of Directors
- Descriptions of Responsibilities for Open Committee Chair positions
- Nomination Form
- Signature of Agreement Form
- Résumé or Bio “template”
- References Form
- Submission Checklist

PROVISIONS FOR COMMITTEE CHAIRS SERVING ON THE BOARD OF DIRECTORS

Members shall:

- Be a current member of a PTA/PTSA chartered by the Georgia PTA.
- Be appointed by the incoming officers at the post-convention officers meeting to serve a term of two (2) years.
- Submit a plan of work, quarterly reports and an annual report.
- Attend regular meetings of the board of directors, to be held at least four (4) times during each calendar year.
- Sign a Board of Directors contract.
- Participate in Georgia PTA programs, activities, and events.
- Promote membership, quality leadership and the value of PTA.
- Manage the affairs of Georgia PTA.
- Review and act on reports and recommendations of committees and staff.
- Adopt a budget.
- Be expected to read, understand and adhere to:
 - The PTA Vision, Mission, Values and Purposes
 - Georgia PTA Bylaws
 - Georgia PTA Policies and Procedures
 - Strategic Plan
 - Diversity and Inclusion Plan
 - Extension Plan
 - Financial Reports

- National Standards for Family-School Partnerships
- Resolutions and position statements adopted by Georgia PTA
- Leadership Resource
- Supplemental leadership guides and other organizational documents
- Approve board and committee appointments as recommended by the president.
- Establish organizational policy based on the strategic plan.
- Be asked to serve on Georgia PTA committees as requested by the president.
- Write articles for the Voice Newsletter, electronic newsletter and review current content on the website and edit as necessary.
- Conduct training, workshops and participate in field service as needed.

DESCRIPTIONS OF RESPONSIBILITIES FOR OPEN COMMITTEE CHAIR POSITIONS

***Bylaws Committee Chair Shall: Open**

- Have an understanding of the organizational charters, constitution, bylaws, and policy.
- Review, approve and assist in maintaining bylaws of the local units and councils at the state office.
- Process and approve local unit and council bylaw amendments.
- Be available to constituent organizations for presentations or assistance.
- Make a comprehensive study of Georgia PTA bylaws and policies, and may propose bylaw amendments and policies for the consideration of the board of directors.
- Submit approved amendments to the National PTA within 30 days of Convention.
- Provide the state office with the reviewed amendments in the proper format for inclusion in the Call to Convention.
- Review suggested changes to the Georgia PTA Policies and Procedures and present such changes to the board of directors for approval.
- Annually review district standing rules, suggested council bylaws and suggested local unit bylaws for revisions and present such revisions to the board of directors for approval.
- Review the Bylaws Statistical Report quarterly to ensure PTAs are in compliance.

***Education Committee Chair Shall: Open**

- Develop, implement and be a liaison to communicate education enrichment programs that support the academic achievement of K-12 students.
- Work with the Legislation Committee to track legislation that pertains to K-12 education and communicate information to members.
- Maintain an updated education web page on the Georgia PTA website.

***Health and Wellness Committee Chair Shall: Open**

- Work with the Legislation Committee to track legislation that pertains to health, safety and wellness of children.
- Develop, implement and be a liaison to communicate health and wellness policies, activities, and programs that impact in a positive way the health, safety and wellness of children.
- Educate parents and community on the health needs of children and how to meet those needs.
- Promote and provide essential materials and information concerning health issues and observances set forth by Georgia PTA and National PTA.
- Administer the health and wellness grants to encourage local units and councils to implement programs focusing on the promotion of healthy eating habits and increasing physical activity.
- Maintain an updated health and wellness web page on the Georgia PTA website.

***Leadership and Development Chair: Open**

- Lead the board in an annual review and update of the board's job descriptions and what is expected of individual board members.
- Review and update board governance documents. Assist the board in periodically updating and clarifying the primary areas of focus for the board, and help shape the board's agenda based on the strategic plan.
- Work with the Diversity Chair to ensure the Board Diversity Profile is updated and posted quarterly.
- Work with the Diversity Chair to ensure that Districts, Councils and Local Units implement a Board Diversity Profile and report their results annually.
- Welcome new board members with a New Board Member Welcome Packet and ensure they receive New Board Training and Orientation. This includes completing a Board Profile form submitted to the staff so an order is placed for business cards, name tag, announcements, etc.
- Design and implement an ongoing program of board information, education and team building.
- Coordinate training for board at the request of the president.
- Maintain and update the Board Leadership Development Profile and discuss with the CLT workshop coordinator to assign board members based on experience and expressed willingness to learn.
- Work with membership, field service, councils and district director chairs to coordinate materials and needs for identified training areas.
- Compile and list all germane icebreakers and team building ideas and effectiveness.
- Create idea sharing times and topics for leadership training with identified facilitators.
- Ensure all room materials, including AV, are in proper place for leadership training.
- Initiate periodic assessment of the board's performance as appropriate, changes in board structure and operations.
- Regularly review the board's practices regarding member participation, conflict of interest, confidentiality, and so on, and suggest needed improvement.
- Assess new board members needs in relation to board governance.
- Provide an exit interview when a board member leaves the board.
- Facilitate all board meeting materials.
- Oversee the listing of all leadership related resources are posted to the Georgia PTA website.

***Youth Involvement Committee Chair Shall: Open (Student Only)**

- Form a student involvement committee whose membership includes students and adults.
- Survey the school community to find out what type of activities would encourage student involvement.
- Work in collaboration with local units, councils, districts, state and national PTA and affiliate organizations to provide education, resources, leadership training, and opportunities to increase youth participation, membership and visibility.
- Promote ways to actively train and involve students in the work of the organization that will hone their skills as future advocates, community leaders, and parents.
- Develop a plan that will lead to a youth member serving as a state board member.
- Create and maintain an updated youth involvement web page on the Georgia PTA website.