

# PTA Nominating Committee and Elections Guide

*“Leadership Begins with the Nominating Committee”*

*A PTA can be no more effective than its leadership. The Nominating Committee is a special committee and holds the key to a successful PTA. Its responsibility is to present the best qualified nominees for office.*



114 Baker Street  
Atlanta, GA 30308  
404-659-0214 or 1-800-PTA-Today  
Email: [gapta@bellsouth.net](mailto:gapta@bellsouth.net)  
Web Site: [www.georgiapta.org](http://www.georgiapta.org)

# GENERAL CONTACT INFORMATION

## Georgia PTA

114 Baker Street, NE  
Atlanta, Georgia 30308-3366  
404 659-0214 (1 800 PTA-Today)  
Fax: 404 525-0210  
Website: [www.georgiapta.org](http://www.georgiapta.org)  
Email: [gapta@bellsouth.net](mailto:gapta@bellsouth.net)

## National PTA – 541 North Fairbanks Court

Suite 1300  
Chicago, Illinois 60611-3396  
312 670-6782 (1 800 307-4PTA)  
Fax: 312 670-6783  
Website: [www.pta.org](http://www.pta.org)

# LOCAL UNIT INFORMATION

**Complete the information below and use it as a reference. Please refer to the website to obtain this information.**

Local Unit Number (LU#): \_\_\_\_\_

District: \_\_\_\_\_

District Director: \_\_\_\_\_

District Director's Phone Number: \_\_\_\_\_

District Director's Email: \_\_\_\_\_

Council: \_\_\_\_\_

Council President: \_\_\_\_\_

Council President's Phone Number: \_\_\_\_\_

Council President's Email: \_\_\_\_\_

# NOMINATING COMMITTEE AND ELECTIONS GUIDE

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# PART 1: NOMINATING COMMITTEE

“A nomination is a proposal that a person serve as a member of a committee, delegate or an officer.”  
*Robert’s Rules of Order Newly Revised*

## CHOOSING THE COMMITTEE

### BE SURE

- The first step in this process is to consult your bylaws. Remember your bylaws provide the “road map” for the entire process. The Nominating Committee is elected by the membership, as described in Article VI Section 3 of your bylaws. The number of people to be elected to the Nominating Committee and alternate(s) is stated in the bylaws. It is always an uneven number. If more than the required number is nominated, a vote by ballot is required. Only those holding a membership card or are on the membership list may receive a ballot.
- The secretary should read those portions of the bylaws pertaining to the nomination and election of officers to the entire membership before the election of the Nominating Committee.
- Any member who has paid current membership dues in the local unit is eligible to serve. The principal may serve on the Nominating Committee if elected as any other member. ***The current PTA President may not serve on the Nominating Committee.***
- Upon completion of the election of the Nominating Committee, the presiding officer assigns a temporary chair until the committee meets to make its choice for a chair.
- Elect your Nominating Committee at least one month prior to the election meeting.

### BE FAIR

- The candidates of the Nominating Committee should include members who represent the social and ethnic makeup of the school and parent community. Every effort by the President should be made to encourage active recruiting methods to identify membership candidates representative of the school and community.
- All members should have an opportunity to nominate or to be nominated to serve on the committee.
- Any member placed in nomination for the Nominating Committee should possess the following skills:
  - Demonstrated fair, ethical and impartial judgment when evaluating people or situations
  - Demonstrated ability to listen and ask penetrating questions
  - Demonstrated ability to keep confidential information
  - Understanding of PTA strategic plans at the local, county and state level
  - Understanding of how to build skill sets by position

### BE CAREFUL

- The committee is never chosen by the president.
- The committee is not chosen by asking for volunteers.
- The president is not a member ex officio of the Nominating Committee.
- The principal does not serve on the committee unless elected to do so.
- The total number of committee members must be an odd number.
- The future of your PTA is determined by the leadership qualities of the people selected by the Nominating Committee.

## **COMMITTEE MEETINGS**

### **SELECTING A CHAIR**

- The committee should meet immediately following election. The temporary chair, with input from other committee members, sets the first meeting date, time, and place.
- The first meeting should be held early enough to have a second and a third meeting, if necessary.
- At the first meeting, the committee elects a permanent chair.
- In selecting a chair, members should consider the following skill sets:
  - Demonstrated ability to facilitate and resolve difficult discussions
  - Demonstrated fairness and objectivity through role modeling
  - Demonstrated ability to not breach confidentiality issues
  - Demonstrated nonbiased behavior within their role at the PTA
  - Demonstrated integrity and ethical behavior

### **MEETING**

- Bring the bylaws, membership lists, job descriptions, Skill by Position Worksheet, Behavioral Interviewing Questionnaire, current board membership list, phone book, ballots and pens/pencils.
- Meet where there is access to a phone to contact each person recommended.
- The meeting may legally be conducted if a majority of the committee is present.
- Allow sufficient time to study and discuss candidates.
- Matters discussed by the Nominating Committee are **strictly confidential**, and no names should be revealed until they are released according to established procedures.
- Notify the alternate if a committee member cannot attend the meeting. All committee members should be present at the meeting, if possible.
- When this committee meets with an alternate serving, the alternate will be a member of the committee until the conclusion of that meeting. In the event that another committee meeting is called, that alternate member will continue to serve in the committee.
- Committee meetings are open only to committee members and alternates. Discussions must be open and honest, and above all, confidential. The alternates may not enter discussion or vote unless asked to serve in the absence of a member should attend. Should confidentiality be breached, it is the chair's responsibility to counsel the member. If the chair breaches confidentiality, it is each member's responsibility to bring it to the attention of the President.
- Only a majority of the committee must agree on the nominees.

## **RESPONSIBILITIES OF THE COMMITTEE**

- **Verify that nominee is a member of your PTA.**
- It is the duty of the Nominating Committee to select the best-qualified candidate possible for each office to be filled. The offices to be filled are specified in the bylaws.
- Solicit suggestions for nominees from the membership.
- Select one nominee for each office and prepare to state qualifications of each nominee.
- Give careful consideration to qualifications of candidates. Check bylaws for duties of each office.
- Identify characteristics and skill sets needed in the leadership of the local PTA to accomplish the strategic plan.
- Screen, evaluate and nominate candidates for officers.
- Recommend continuing education or training that enhances leadership development within the association.
- All members are required to identify a list of skills by position needed for the office of President, President-Elect, Vice President, Secretary and Treasurer, prior to evaluating nominees.

- All candidates will be screened using the “Behavioral Questionnaire” prior to evaluation. In the case of only one candidate, conducting an interview is recommended but not mandatory. The same questions should be asked of all candidates per position. For example, all treasurer candidates must be asked the same questions. These questions can be different or the same as the questions you ask of the Secretary candidates, but all secretary candidates are asked the same questions.
- A subjective evaluation of the candidates based on qualifications and skills will be made to result in a nomination of a candidate to the General Membership.
- If possible, contact prospective nominees while committee is meeting. Fully outline the duties of office when contacting potential nominees and give them a clear understanding of responsibilities and time commitment of that office.
- Allow time for nominee to consider the position before asking for a decision. You do not have to ask the person currently serving in an office to serve another term.
- If a member of the Nominating Committee is being considered for an office, he/she must leave the room during the discussion and return when the vote is taken.
- All votes taken by the Nominating Committee must be by ballot and require a majority vote to pass/carry.
- If a member is approached before the committee meets, be sure he/she understands that he/she is only giving permission for his/her name to be submitted as a **suggested nominee**.
- The Nominating Committee prepares and presents a report for the PTA board meeting and the association/general meeting, listing nominees for each office. It is not necessary for all members of the committee to sign the report for it to be valid, only a majority of the committee. If a committee member does not agree with the report, they do not have to sign it.
- Post the proposed slate of officers in the school office at least ten (10) days prior to the election meeting.
- The committee’s work is completed and it is automatically discharged when its report has been presented to the membership at the election meeting. However, if a nominee withdraws before the election is held, the committee reconvenes and elects another candidate.
- At the regular association meeting, the chair of the Nominating Committee reads the Slate of Nominees and hands it to the presiding officer. (Sample report enclosed.)
- It is NOT the job of the Nominating Committee to fill the positions of committee chairs, but only to communicate names of those persons who might be interested to the newly elected president.
- In the event the Nominating Committee cannot secure a nominee for an office, it must report that fact to the PTA. Nominations from the floor shall be called for at that time.
- Participate fully as a member of the Nominating Committee

## **SUGGESTED QUALIFICATIONS OF CANDIDATES**

- Knowledgeable about and adheres to the Purposes and basic policies of PTA.
- Knows parliamentary procedure.
- Experienced in PTA or other organizational work.
- Has demonstrated a sense of justice and fairness in PTA or other volunteer or organizational work.
- Exhibits enthusiasm for goals and objectives of PTA.
- Willingness to make PTA a high priority in his/her schedule.

## **REPORT OF THE COMMITTEE**

- Make report public according to bylaws.
- Prepare a written report.
- Have chair and members who agree with report sign the report.
- Allow a member who does not sign the report to nominate from the floor.
- Have chair read the report.
- Have chair hand the report to the presiding officer who will conduct the meeting.
- *Reminder: A motion to elect does not need a second.*

## **SAMPLE COMMITTEE REPORT**

### **Nominating Committee Report**

(Read by the chair, then presented to the President)

Mr./Ms. President, the Nominating Committee submits the following nominees:

For President:	Mr. or Ms. A
For Vice President	Mr. or Ms. B
For Secretary:	Mr. or Ms. C
For Treasurer:	Mr. or Ms. D

Signed and Dated:

Mr./Ms. E  
Mr./Ms. F  
Mr./Ms. G

## TOOLS OF THE NOMINATING COMMITTEE

- Current bylaws.
- Current year's *Georgia PTA Leadership Handbook, Incoming Officer's Guide* and this guide.
- Log for meeting dates and committee activities.
- List of nomination candidates. (This list may be given to newly elected officers as potential committee chairs or future officers.)
- Skill Set Sheets (one for each office) used in identifying needed technical skill sets by position. To be used prior to interviewing and evaluating candidates.
- Behavioral Interview Questionnaire used to interview candidates prior to evaluation by the nominating committee.
- Two copies of completed Nominating Committee Report dated and signed by each committee member.
- Meeting place with phone, paper, pens, positive attitudes and pleasant personalities!

## DISSOLUTION OF COMMITTEE

A Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee. When an officer resigns after election, this creates a vacancy in office. If this person was president, he/she is considered a past president even though he/she may never have had the opportunity for active service in office. The vacancy is then filled according to the bylaws.

## DO'S AND DON'TS FOR NOMINATING COMMITTEES

### **DO:**

- ✓ Review bylaws for number of officers needed.
- ✓ Meet as soon as possible so a second or third meeting can be held if needed.
- ✓ Elect a chair per your bylaws.
- ✓ Set rules of the Nominating Committee at beginning of meeting.
- ✓ Study carefully the skills, qualification and interviewing questionnaire of members before presenting their name as a nominee.
- ✓ Check the membership list to be sure the nominee is a member of PTA.
- ✓ Chair calls nominee for consent to nominate. ***Remember you are only asking permission to nominate them for the position.***
- ✓ Remember the committee ***discussion is confidential.***
- ✓ See that the report of the Nominating Committee is posted in the school office 10 days prior to election.
- ✓ Sign the Nominating Committee Report if you agree with the nominees.
- ✓ Members of the Nominating Committee may be nominated.
- ✓ Keep the interview questionnaire documents with the other confidential record keeping process for your association and destroy everything when the slate is complete.
- ✓ Make sure a new interviewing questionnaire is used for future nominations for the same candidate.

## ***DON'T:***

- ✓ Submit a member's name because of friendship. Instead, look at skills and qualifications to perform duties specific to the office.
- ✓ Nominate someone with the idea of getting him/her involved if there are doubts about their interest or ability to perform the duties of the office.
- ✓ Accept the office for title only.
- ✓ Post interviewing questionnaires and responses for public viewing.

## ***EXTRA POINTERS:***

- ✓ If a nominee withdraws before the election is held, the Nominating Committee meets and presents the name of another candidate.
- ✓ When discussing a member of the committee, ask the member to leave meeting during the discussion.
- ✓ Nominating Committee Chair reads Slate of Nominees.
- ✓ A motion to elect does not need a second because it is coming from a committee.
- ✓ Bring the bylaws, membership lists, job descriptions, current board membership list, phone book, ballots and pens/pencils to Nominating Committee meetings.
- ✓ Meet where there is access to a phone to contact each person recommended.
- ✓ Be very forthright with a potential candidate in discussing the duties of the office to be filled.
- ✓ The Nominating Committee's work is complete after elections.

Please keep in mind that people are able to give back to the community at different levels, at different times in their lives. Do not disqualify someone because they do not have community service in their background. Probe to understand why the candidate has not had a background in community service and why they want to get involved at this organization. Find out what matters to them.

## PART 2: CONDUCTING ELECTIONS

**Who can vote?** Only current academic school year members of the local unit PTA are permitted to vote. It is important to maintain a membership list in order to verify membership when necessary. Additionally, membership cards received upon payment of dues may be used to verify membership. In the event of a contested election, membership verification is critical.

### NON-CONTESTED ELECTION

The election of officers is held according to the bylaws. The presiding officer calls upon the secretary or parliamentarian to read the sections of the bylaws pertaining to nominations and elections.

After the secretary or parliamentarian has finished the presiding officer calls upon the chair of the Nominating Committee to present the report of the committee. The presiding officer restates the Slate of Nominees and asks each one to stand. The presiding officer then conducts the election of officers even if he or she is being nominated for an office.

The presiding officer presents each nominee individually for office and calls for additional nominations from the floor. If no additional nominations are made, election may be by voice vote. If additional nominations are made, election must be by ballot. (See Script for Election of Officers.)

### CONTESTED ELECTION

When there are two or more nominees for an office, election is held by ballot as stated in the bylaws. The secretary should have ballot slips available, even though the Nominating Committee presents only one name for each office. There is always the possibility that nominations will be presented from the floor. If so, the presiding officer appoints a tellers' committee (a chair, plus at least two additional tellers) whose duties are to distribute ballot slips to members, collect ballots, and count them. The chair of the tellers then reads the report from the tellers and hands it to the presiding officer. **This procedure is repeated for each contested office.** The presiding officer rereads the report and announces the results for each office.

It is permissible to use both voice vote and election by ballot in one election. The voice vote procedure can be used for uncontested offices and a ballot vote for those that have two or more nominees.

### Illegal Ballots

In any ballot election, all votes cast, including illegal ballots, must be reported. All illegal ballots are taken into account to determine the number of ballots cast to compute a majority. Illegal ballots are:

- Two ballots folded together
- A ballot including the names of too many candidates
- An unintelligible ballot. If the meaning is doubtful, but the ballot would not affect the results of the election, the ballot should be ignored. If the ballot would affect the outcome, it should be shown to the chair, who would ask the assembly for a ruling.

## Script for a Non-Contested Election of Officers

**President:** “The next order of business is the election of officers. The secretary will read Section \_\_\_\_ of Article \_\_\_\_ of the bylaws pertaining to elections.”

**Secretary stands and reads bylaws.**

**President:** “The chair of the Nominating Committee will read the report from the Nominating Committee.”

**Chair of the Nominating Committee:** “Mr./Madam President, the Nominating Committee submits the following nominations:

For President: Jordan Jones

For Vice President: Dale Black

For Secretary: Kelly Cole

For Treasurer: Pat Brown”

(Upon completion, hand the written report to the chair.)

**President:**

“For President, Jordan Jones is nominated by the Nominating Committee. Are there further nominations for President?

For Vice President, Dale Black is nominated by the Nominating Committee. Are there further nominations for Vice-President?

For Secretary, Kelly Cole is nominated by the Nominating Committee. Are there further nominations for Secretary?

For Treasurer, Pat Brown is nominated by the Nominating Committee. Are there further nominations for Treasurer?

If not, the chair declares the nominations closed and these elected.

All those in favor say Aye, those opposed say No. The Ayes have it and these members are elected.”

## Script for a Contested Election of Officers

**If there are further nominations, proceed as follows for each office:**

**Member:** “Mr./Madam President, I nominate \_\_\_\_\_ for President.”

**President:** “\_\_\_\_\_ is nominated for President. Are there any further nominations for the office of President? Hearing none, the chair declares nominations closed.”

**President:** “The chair appoints A, B, C, and D as tellers. Will teller \_\_\_\_ please serve as chair?”

(It is always best to have four tellers working together.)

“The voting members will rise and **count off**. The tellers will hand you a ballot as you **count off your numbers**. You will take your seat immediately after saying your number and receiving your ballot. Beginning with the member on my extreme left in the front row, please say one (1) and then be seated.

**President:** “There are \_\_\_ voting members present. Will the tellers please come forward and distribute the ballots?” (Tellers should first serve President and, if applicable, others at the head table.)

(Script for a Contested Election –continued)

**President:** “The names of the candidates for the position of \_\_\_\_\_ are \_\_\_\_\_ and \_\_\_\_\_. Using the ballot provided, write your choice for election, then fold your ballot once.

**President:** Allow two or three minutes for voting then announce, “Have all voted who wish to vote? Will the tellers please collect the ballots. The tellers will now count the votes.”

Note: Tellers often leave the room. President precedes with other business of the association until tellers are ready to report.

**President:** Upon return of the tellers, “Are the tellers ready to report?”

**Chair of Tellers:** “ The teller’s committee reports :\_\_\_\_\_ Number of votes cast.  
\_\_\_\_\_ Number of illegal votes cast.  
\_\_\_\_\_ Number of votes necessary for  
election.

Candidate A received: \_\_\_\_\_ votes.

Candidate B received: \_\_\_\_\_ votes.

**President:** “ \_\_\_\_\_, having received a majority of the votes cast, is elected president.”

**Note: The Teller’s Report** is signed by the entire committee and given to the President. All ballots and tally sheets are sealed and given to the secretary to preserve until after the next meeting when it is reasonable to believe there will be no call for a recount, or the chair states that the ballots be destroyed. The reporting teller does not declare who was elected; that is the responsibility of the presiding officer after reading the report.

The teller’s report is entered into the minutes and becomes a part of the official record of the organization. Under no circumstances should the totals be omitted in an election, or a vote on a critical issue, out of deference to the feelings of unsuccessful candidates or the members of a losing side.

## Points to Remember About Elections

- Nominees for office cannot serve as teller.
- When there are four tellers, two are assigned the responsibility for reading each ballot, one silently and one aloud; the other two record the votes, as they are read, on separate tally sheets.
- When the President is the nominee for a second term, he or she may still conduct the election.
- An election is an Order of Business on the general meeting’s agenda and is treated as such by the President or presiding officer.
- The President should thank the Nominating Committee for their work.
- Be sure every nominee is a PTA member.
- The election of officers is a very important order of business. The President should proceed slowly and be sure each member understands the procedure.

## **PART 3: DUTIES OF OFFICERS REFERENCE**

### **DUTIES OF THE PRESIDENT** **Refer to Bylaws Article VII Section 1**

*The president is elected by the local unit members to direct the affairs of the association in cooperation with the other members of the Executive Committee and to represent its members.*

- Serves for a term of office specified in the local unit bylaws.
- Knows and follows the bylaws of the association.
- Cooperates with the other members of the Executive Committee and Board of Directors.
- Appoints chairpersons and standing committees according to bylaws.
- Develops and updates a procedure book.
- Consults with the school principal on all matters relating to the school.
- Invites teachers to participate as active members and chairpersons.
- Presides at all meetings of the general membership, Board of Directors and Executive Committee.
- Expedites meetings by: preparing an agenda, opening and closing meetings on time, and by working with officers and chairpersons before the meeting to learn who has reports or additions to the agenda.
- Attends or is representative to council meetings, district meetings, workshops, PTA conventions, leadership conferences, and other related meetings.
- Ensures that all required reports and forms are completed and returned to the state office by the designated deadline.
- Is an ex-officio member of all committees, except the nominating and audit committee.

#### **As Administrative Officer, the President:**

- Studies information and material received from state and National PTA.
- Studies bylaws and material passed on from predecessor.
- Holds meetings of the Executive Committee and Board of Directors to discuss the plans and business of the association.
- Consults with officers and committee chairperson before each meeting to see that all details of the meeting are planned and ready.
- Distributes materials promptly to officers and committee chairperson.
- Calls upon each chairperson to prepare a plan of work. These plans should be approved by the Board of Directors before the first regular association meeting.
- Signs all contracts on behalf of the association.
- Delegates certain administrative duties to the vice president(s).
- Serves ex-officio on all committees, except the nominating and audit committee.
- Attends training offered by council, district, and state PTA.
- Attends all meetings called by the council or sends a duly appointed alternate. Keeps a procedure book for successor.

## **DUTIES OF THE PRESIDENT-ELECT and VICE PRESIDENT**

**Refer to Bylaws Article VII, Section 2**

### **PRESIDENT ELECT** (If applicable)

*The president elect shall work under and in cooperation with the president and fulfill such other duties as may be assigned by the president.*

- Perform the duties of the president in the president's absence or inability to act.
- Perform such other duties as may be provided for in the bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.
- Please note that most local units do not have a President Elect. This office is helpful at the national and state PTA level; however, the office of President Elect may not be a practical nor advisable position for local unit and council PTAs.

### **VICE PRESIDENT**

*The vice president may be called upon at any time to assume temporarily the place of the president. The vice president should make a thorough study of the president's duties and responsibilities and be familiar with the work of the association. A strong vice president can and should be the president's "right hand", acting as an aide and assuming assigned responsibilities.*

The Vice President:

- Presides at meetings in the absence of the president/president elect or upon their inability to serve.
- Performs the duties of the president in the absence of the president and the president elect or upon their inability to act.
- Acts as an assistant to the president and assumes responsibility for duties assigned by the president.
- Performs any other specific duties that may be provided for in the bylaws.
- Represents the president upon request.
- Attends all training opportunities offered by the council, district and Georgia PTA.

When local units have more than one vice president, they often designate specific duties for each vice president such as vice president for education or vice president of legislation. Vice presidents can serve as program chairperson, coordinators for major projects that involve several committees, and as a liaison to outside groups that may desire a connection with a local unit. In the case of multiple vice presidents, it is helpful if each vice president is assigned oversight of committees that have connecting areas of responsibility. Vice presidents can be helpful in strengthening communication within the Board of Directors as well as within the general membership and other entities in the school community and system.

## **DUTIES OF THE SECRETARY**

### **Refer to Bylaws Article VII, Section 3**

*The secretary is responsible for keeping an accurate record of the proceedings of the association, Board of Directors and Executive Committee meetings. These records will be the history of the PTA. Promptness, accuracy and knowledge of PTA Purposes and policies are very important to the job.*

- Records accurately all business transacted at each meeting of the association (general, Board of Directors, and Executive Committee) and presents the minutes for approval at the next meeting of the same body.
- Submits online the names and addresses of all incoming officers to state, district and council PTA by no later than May 15 and incoming chairpersons by the last business day in August.
- Maintains membership list.
- Sends correspondence for the PTA and maintains a correspondence file.
- Calls the meeting to order in the absence of the president and vice president.
- Sends out notices of meetings.
- Assists in determining a quorum.
- Counts a rising vote.
- Is an emergency signature at the bank.
- Prepares in advance of each meeting (in consultation with the president) an agenda showing the order in which business should come before the body.
- Serves as custodian for all records except for those specifically assigned to other individuals.
- Has on hand for reference at each meeting:
  1. Minutes of previous meetings
  2. Copies of previous treasurer's reports
  3. An agenda (include unfinished business)
  4. Current copy of Local Unit Bylaws
  5. Copy of Robert's Rules of Order (newly revised)
  6. Current membership list
  7. List of committee chairpersons and committee members
  8. Materials for note/minute taking
  9. Ballots, in case a vote is taken by ballot
  10. Motion blanks

## **DUTIES OF THE TREASURER**

### **Refer to Bylaws Article VII, Section 4**

*The Treasurer is the legally responsible, authorized custodian of the PTA funds. The Treasurer is responsible for the financial management of the PTA. The Treasurer receives and disburses all monies in accordance with the local unit bylaws and the approved budget.*

- Makes sure the books have been audited as soon as possible after the end of the school year before accepting them.
- Has an annual audit conducted immediately following the end of their term of office. This may or may not be the same as the end of the fiscal year.
- Gives a Treasurer's report at every Executive Committee, Board of Directors and general meeting.
- Makes sure new signature cards are on file with the bank immediately upon taking office
- The treasurer and president should both sign each check as provided in the bylaws. The secretary's signature should be on file with the bank to sign checks only in an emergency in place of either the treasurer or president.
- Ensures all checks have two signatures. This is required by your by-laws.
- Serves on the Budget Committee and develops a budget for the upcoming PTA year.
- Makes sure the PTA has insurance bonding for the treasurer and officers of the organization.
- Georgia PTA strongly encourages each PTA unit to have fidelity bond coverage for PTA funds, as well as general liability, directors' and officers' liability and property coverage, to protect the officers and unit. See Financial Management section of the *Leadership Handbook* for more information. You also may contact the state office for information.
- Keeps an accurate and detailed account, in the treasurer's transaction ledger, of all monies received and paid out. Uses Check Request Form in the *Leadership Handbook* or *Treasurer's Handbook*.
- Keeps records up to date. Always obtains a receipt for every purchase or other payment made by the PTA.
- Counts money with the person presenting it and issues a receipt promptly. Treasurer is always the third counter. Uses Cash Verification Form in the *Leadership Handbook* or *Treasurer's Handbook*.
- Always deposits all monies in the PTA bank account on the day received. Never leaves money in the school or at someone's home. Utilize night depository facilities of the bank.
- Preserves all check requests, receipts, paid bills, bank statements, and canceled checks for annual audit.
- Reconciles the bank statement every month as soon as it is received.
- Reviews the bank statement with the president on a monthly basis.
- Pays all authorized bills by check for items in the budget.
- Never issues a check for an unspecified amount (i.e., blank check).
- Never issues a check made payable to "cash," and never pays with cash. Checks provide a record of transactions.
- Always registers every check in the checkbook at the time it is written. Record on the check and the check stub the reason that the check was written.
- Keeps PTA funds separate from school funds. Never deposit any PTA money in anyone's personal account or the school's accounts.
- Writes checks only for items in the approved budget. Any changes in the budget, or expenditures not included in the budget, must have the approval of the general membership.
- Files Form 990 and Schedule A when applicable

## **PART 4: SAMPLE FORMS**

### **Nominating Committee Check Off List**

- ❑ **Elect the Nominating Committee at least one month prior to the election meeting.**
- ❑ **After committee members are elected by the membership, the President appoints a temporary chair.**
- ❑ **Temporary chair, with input from other committee members, sets first meeting date, time, and place.**
- ❑ **First Meeting:**
  1. Committee elects a permanent chair.
  2. Determine a target date for completion. (Consider upcoming communications to membership, e.g. newsletter, programs, etc.) See samples of an Announcement Letter, Call for Nominations and Nomination Form. Please feel free to edit to suit your own needs.
  3. Develop a “candidate search list” and determine how contacts will be made. After the election, it is helpful to pass on a list of those individuals who are interested in a committee or becoming an officer in the future to the incoming president.
  4. Review and use the following tools to organize your candidate search:
    - Bylaws
    - Skills by Position Worksheet Instructions
    - Blank Worksheet
  5. Set next meeting date to report progress.
- ❑ **Second Meeting:**
  1. Use the Behavioral Interviewing Questionnaire to conduct interviews.
  2. If a complete slate of officers has been selected, complete in duplicate, a Nominating Committee Report. Date, sign and present one copy to the PTA Board as soon as possible. Retain the other copy to be read at the election meeting. Sample enclosed.
  3. If the slate is not complete, give a Status Report **ONLY** to the Board, and continue the process until slate is complete.
- ❑ **When all nominees are selected and notification is given to the Board, post one copy of the Nominating Committee Report in the school office, or another visible location, at least 10 days prior to the election meeting.**
- ❑ **Chair of the Nominating Committee reads the Nominating Committee Report to the general membership (after secretary reads the portion of the bylaws dealing with the election of officers.)**
- ❑ **File one copy of the official signed and dated Nominating Committee Report with the minutes.**

(PTA/PTSA Name)



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Date

Dear PTA/PTSA members,

*It's time to elect a nominating committee and accept nominations for PTA/PTSA officers. The nominating committee is responsible for selecting and presenting the slate of officers at the election meeting on (fill in date, time and location of the election meeting). We need nominees for the following positions: President, Vice President, Secretary, and Treasurer (fill in as needed). We are also accepting nominees for the following appointed positions of Parliamentarian, committee chairs and committee members. The Nominating Committee is not responsible for selecting the Parliamentarian, committee chairs, or committee members however; will forward all names to the elected Executive Committee for their consideration.*

The Nominating Committee will review nominations for elected offices, may conduct interviews and submit a Nominating Committee report to the Board of Directors and to members of the PTA/PTSA at the election meeting. The nomination form is attached to this message and will also be posted on the school and/or PTA/PTSA website. The process will follow this general schedule:

- Election of Nominating Committee at general meeting: (fill in date, time and location)
- Deadline for submitting nomination form for officers: (fill in date, name, and/or place)
- Candidate Interviews: The Nominating Committee will review all nominated individuals 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 nominees will be notified of specific time for the interview and allowed an opportunity to consider any office prior to making a decision.
- Report of Nominating Committee: The Nominating Committee will post a report indicating the nominees for each elected position on (fill in date), ten days before the election meeting.
- Election Meeting: The nominating committee will give the report on (fill in date) at the PTA/PTSA general meeting.

Georgia PTA Suggested Qualifications:

Knowledgeable about and adheres to the Purposes and basic policies of PTA. Knows parliamentary procedures, Experienced in PTA or other organizational work. Has a sense of just and fairness. Exhibits enthusiasm for PTA. Willingness to make PTA a priority for his/her schedule relative to the responsibilities and duties of the position.

Attached is a nomination form, and the listing of mission and qualifications for each elected position. Please distribute this information to any PTA member interested in serving as an officer. PTA members may nominate themselves. Forms are also available in the school office at the reception desk.

If you should have any questions on the nomination process, please feel free to contact (fill in name), Nominating Committee Chair.

Regards,

Nominating Committee Chair, (year)

Home or school address

Phone number and/or email address

(PTA/PTSA Name)

Sample Form



### Call for Nominations – (fill in year) PTA/PTSA Officer Elections

(Fill in Name of PTA/PTSA) officer elections will be held at the PTA/PTSA meeting on (date), in the (fill in location). The following officers will be elected:

#### **President/Co-President(s)**

Direct the affairs of the association in cooperation with the Executive Committee and represent PTA/PTSA members. Develop a year-long plan of action; oversee and interact with all PTA/PTSA officers and activities; interact with school administration; Develops and updates a procedure book; Presides at all meetings of the general membership, Board of Directors, and Executive Committee; Knows and follows the bylaws of the association; Appoints chairpersons on standing committees according to bylaws.

#### **VP Communications\*** (Newsletter, Directory, Web Site)

Oversee and interact with committee chairs for this area; Make reports at general meetings if requested.

#### **VP Development\*** (Membership, Fund Raising, Business Partners, Book Fairs)

Initiate and coordinate fundraising efforts; Oversee and interact with committee chairs for this area; Make reports at general meetings if requested.

#### **VP Parental Involvement\*** (Meeting Programs, Reflections, Senior Events & Activities)

Initiate special activities; oversee and interact with committee chairs for this area; Make reports at general meetings if requested.

#### **VP Support\*** (Hospitality, Appreciation, Volunteers, Parent Ambassadors)

Oversee and interact with committee chairs for this area; Make reports at general meetings if requested.

#### **Secretary**

The Secretary is responsible for keeping accurate record of the proceedings of the association, Board of Directors and Executive Committee meetings. These records will be the history of the PTA/PTSA. Promptness, accuracy and knowledge of PTA Purposes and Policies are very important to the job.

#### **Treasurer**

The Treasurer is the legally responsible, authorized custodian of PTA/PTSA funds. The Treasurer is responsible for the financial management of the PTA/PTSA. The Treasurer receives and disburses all monies in accordance with the bylaws and the approved budget; responsible for the bank account and all transactions; prepares monthly reports and presents reports at PTA/PTSA meetings; and, prepare reports for and file annual tax return.

#### **Suggested Qualifications for all officers:**

Knowledgeable about and adheres to the Purposes and basic policies of PTA. Knows parliamentary procedure. Experienced in PTA or other organizational work. Has a sense of just and fairness. Exhibits enthusiasm for PTA. ***Willingness to make PTA a high priority for his/her schedule relative to the responsibilities and duties of the position.***

If you are interested in being nominated for an officer position, please fill in the nomination form and return to the Nominating Committee Chairperson, (fill in name), **by (fill in date)**.

\* Both the number of vice presidents and each of their responsibilities will vary from unit to unit. The preceding are simply examples and suggestions to assist your unit.

(PTA/PTSA Name)



Sample Form

**(Fill in year) PTA/PTSA Officer Nominating Form**

Only current members may be nominated. Please use a separate form for each nominee. Please ask the member for his or her consent to be nominated before submitting to the nominating committee. Forms must be submitted by the deadline date listed below.

I nominate the following member for the office of:

- President and/or Co-President
- Vice-President (Parental Involvement)\*
- Vice –President
- Vice-President
- Secretary
- Treasurer

Name: \_\_\_\_\_

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

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Describe this person’s skills and qualifications for office. Please attach any other information about this candidate (limit to one page) that may be helpful in assisting the Nominating Committee.

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Submitted by: \_\_\_\_\_ (optional)

\*Both the number of vice presidents and each of their responsibilities will vary from unit to unit.

Mail or deliver to: Name, home or school address, city, state, zip code, home phone, work phone, and email address

DEADLINE for submitting this form is (fill in date)

# Skills by Position Worksheet

## Instructions

**Step 1:** Review the job duties of each position as indicated in *the Nominating Committee and Election Guide*.

**Step 2:** Brainstorm with the nominating committee, the skills that are “necessary” in order to perform the basic duties of each position. Also keep in mind some skills are necessary to perform the job function, and others are just either nice to have, or can be learned. The Skills by Position Worksheet should only have the skills *necessary* for the job function. The Skills by Position Worksheet must be completed *prior* to interviewing any candidate. The skills should not change significantly from year to year.

**Step 3:** As you interview each candidate, identify how many of the necessary skills the candidate brings to the position. Ask the candidate to give you examples of a time when they used that skill in the past.

**Step 4:** To get your group started, we have listed some skills by position. Feel free to edit or add to these lists on your Skills by Position Worksheet.

## Skills by Position Worksheet

<b>President</b>	<b>Vice President</b>	<b>Secretary</b>	<b>Treasurer</b>
Demonstrated ability to learn new skills	Demonstrated ability to learn new skills	Demonstrated ability to learn new skills	Demonstrated ability to learn new skills
Demonstrated exposure with financial management to include planning and audit			Demonstrated experience with financial management to include planning and audit
Demonstrated experience with delegation	Demonstrated experience with delegation	Demonstrated experience with delegation	Demonstrated experience with delegation
Ability to effectively communicate orally and in writing	Ability to effectively communicate orally and in writing	Ability to effectively communicate orally and in writing	Ability to effectively communicate orally and in writing
Ability to influence “up” and across peers (administrators, faculty, membership)	Ability to influence “up” and across peers (administrators, faculty, membership)	Ability to influence “up” and across peers (administrators, faculty, membership)	Ability to influence “up” and across peers (administrators, faculty, membership)
Demonstrated ethical decision making in an organizational setting	Demonstrated ethical decision making in an organizational setting	Demonstrated ethical decision making in an organizational setting	Demonstrated ethical decision making in an organizational setting
Demonstrated understanding of school demographics and needs of student/parent/ teachers.	Demonstrated understanding of school demographics and needs of student/parent/ teachers.	Demonstrated understanding of school demographics and needs of student/parent/ teachers.	Demonstrated understanding of school demographics and needs of student/parent/ teachers.

## Skills by Position Worksheet

<b>President</b>	<b>Vice President</b>	<b>Secretary</b>	<b>Treasurer</b>

## Behavioral Interviewing Questionnaire

**Instructions:**

**Step 1:** Determine which behavioral traits listed below and their associated questions are appropriate for the position you are interviewing.

**Step 2:** Ask the questions to the candidate and jot down notes during the interview so you can remember the answers once the interview has been completed.

**Step 3:** Score each candidate immediately after their interview using a 1-5 scale. You may score them as a group, or each member can give a score. A score of a “5” would indicate that you felt his/her answers demonstrated the desired trait very well. A score of “1” would mean that the candidate did not demonstrate the trait with their answers. If for some reason you are unsure of whether the candidate actively discussed the trait in enough depth or detail, do not score that section, call them up and ask a few more questions to make a final decision. The chair of the Nominating Committee should facilitate a discussion about the candidates only after all of the candidates have been interviewed.

**Step 4:** When you are ready to make your final decision, use these sheets, the Skills by Position Worksheets, and any documents submitted by the candidate to show their qualifications, as the basis for your final selection. Remember that a “resume” is a marketing tool, and the behavioral examples that the candidate provides during the interview, or factual incidents that you have seen directly, are more likely, a better indicator of actual skills.

**Note:** All questions should be the same for each candidate interviewing for one position. (Example: you have three candidates for the Treasurer position, all three are asked the same questions determined in Step 1) Follow-up questions that you may want to ask can differ depending on the candidate’s initial responses.

**Candidate Name:** \_\_\_\_\_

**Position Being Interviewed:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Nominating Committee Members Present:**

_____	_____
_____	_____
_____	_____

**Communication:** \_\_\_\_\_

Ability to express oneself clearly in oral and written communication. Listens actively and asks questions to understand and seek out diverse perspectives and information.

1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
2. Tell me about a time when you had to use your presentation skills to influence someone’s opinion.
3. Please discuss an important written document you were required to complete.

**Teamwork:** \_\_\_\_\_

Understand his/her contribution to a total team effort. Understands and recognizes the contributions of others. Takes action to resolve conflicts by determining the needs of team members and goals for the team.

1. Can you tell me about an occasion where you needed to work with a group to get a job done?
2. Describe a situation in which you effectively developed a solution to a problem by combining different perspectives or approaches.
3. What is your typical way of dealing with conflict? Give me an example.
4. Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you or vice versa.
5. Tell me about a recent situation in which you had to deal with a very upset co-worker (person).
6. Give me an example of a time when you motivated others.
7. Tell me about a time when you delegated a project effectively.
8. Describe the toughest group that you have had to get cooperation from.

**Ability to Learn:** \_\_\_\_\_

Takes the initiative to increase knowledge or skills.

1. Tell me about a difficult decision you've made in the last year.
2. Give me an example of a time when something you tried to accomplish failed.
3. Tell me about a time you missed an obvious solution to a problem.

4. Describe a time when you set your sights too high or too low.
5. Tell me about the most recent skill that you have learned, or are learning.

**Flexibility:** \_\_\_\_\_

Readily accepts change. Copes with changes in the work environment.

1. Describe a time when you anticipated potential problems and developed preventative measures.
2. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
3. Give me a specific example of a time when you had to conform to a policy with which you did not agree.
4. Tell me about the riskiest decision that you have made.

**Responsibility and Organization:** \_\_\_\_\_

Follows through on assignments and completes them on time.

1. Think about a complex project or assignment that you have been assigned. What approach did you take to complete it?
2. Describe a time when you or a group that you were a part of were in danger of missing a deadline. What did you do?
3. Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
4. Give an example of a time when you had to make a split second decision.

5. Give me an example of a time when you had to keep from speaking or making a decision because you did not have enough information.

**Goal Orientation:** \_\_\_\_\_

Finds creative ways to meet goals.

1. Tell me about any new ideas you made at work.
2. Give me an example of an important goal which you had to set in the past and tell me about your success in reaching it.

**Community Service:**

You evaluate this category. You may want to see how many responses from the above revolve around their community service work. This will indicate their current level of involvement and give you a certain level of satisfaction that they will continue to be involved. If you do not get any responses involving community service, just ask a few basic questions, like:

1. Tell me about your community service work.

How did you contribute to a significant accomplishment for these service projects?

A note to remember, people are able to give back to the community at different levels, at different times in their lives. Be sure not to disqualify someone because they do not have community service in their background. Use probing questions to understand why the candidate has not had a background in community service and why they want to get involved at this organization. Find out what matters to them.

**NOMINATING COMMITTEE REPORT FOR 20\_\_\_\_ - 20 \_\_\_\_**  
**GENERAL PTA MEETING**

\_\_\_\_\_  
DATE

Madam/Mister President:

The Nominating Committee of \_\_\_\_\_ PTA respectfully submits the following nominations:

For (Co) President: \_\_\_\_\_

For (Co) President: \_\_\_\_\_

For Vice President:  
(Co or 1<sup>st</sup> Vice) \_\_\_\_\_

For Vice President:  
(Co or 2<sup>nd</sup> Vice) \_\_\_\_\_

For Vice President: \_\_\_\_\_

For Vice President: \_\_\_\_\_

For Vice President: \_\_\_\_\_

For Vice President: \_\_\_\_\_

For Secretary: \_\_\_\_\_

For Treasurer: \_\_\_\_\_

Signed by these members of the Nominating Committee:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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