

Georgia PTA is seeking qualified, eligible individuals for the following state officer positions to be elected at Convention Leadership Training June 2021. The duties of all positions can be found in the Georgia PTA Bylaws, Article IX.

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

Each officer elected at an annual convention shall take office at the close of the election convention and shall serve for a term of two (2) years or until their successor is elected. To be eligible to run for a state office, you must meet these eligibility requirements (from Article VIII of the Georgia PTA Bylaws):

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

- a. Each officer shall be a member of a local PTA/PTSA chartered by the Georgia PTA.
- b. No person is eligible for office who at the time of election, has not served, within the previous five (5) years, at least one full term, as a member of the Georgia PTA Board of Directors; a member of a Georgia PTA Standing Committee; or a member of the National PTA Board of Directors; or a member of a National PTA committee elected or otherwise;
- c. Candidates for the office of treasurer must have evidenced experience in financial matters, preferably with volunteer service not limited to the council, district, state, or national level.
- d. Candidates for the office of treasurer, with professional accounting experience would be exempt of eligibility requirements in Article VIII, Sect. 4, para. b. of these bylaws.
- e. No officer may be eligible to serve more than one (1) full term in the same office.
- f. A person who has served in an office for more than one-half (1/2) of a term shall be deemed to have served a full term in such office.
- g. No person shall hold more than one (1) state PTA position simultaneously; and
- h. Be a natural person who is 18 years of age or older. Georgia Code for Non-Profits § 14-3-802

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

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

1. All required documents must be included, sent via a US Postal service, certified mail, return receipt requested.
2. Do not write the officer position(s) being sought on the sealed envelope - front or back.
3. Sign your signature across the sealed portion on the back of the envelope, in blue pen.
4. **All completed Nomination Packages must be received by April 27, 2021 at:**

Georgia PTA - CONFIDENTIAL

Attn: Nominating Committee

Chair-Sidney Richardson

114 Baker Street NE

Atlanta, GA 30308

5. No fax, electronic, or incomplete submissions will be accepted.

Thank you for your continued service to Georgia's students, families, and schools. We look forward to working with you, and implementing this process.



LETTER OF INTENT FORM

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone: Home _____ Cell _____

E-mail _____

Work Title _____ Work E-mail _____

Company Address _____

City _____ State _____ Zip Code _____

Telephone: Work _____

I may be contacted at work.

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

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

Please include a one-page cover letter sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as skills and expertise you would bring to the position(s). Cover letter must be on one side of an 8

1/2" x 11" single sheet of paper, in no smaller than 12-point font type, single-spaced.

PROFESSIONAL / PERSONAL REFERENCES

List three (3) references that will be available and may be contacted by members of the Committee on Nomination of Officers regarding your qualifications, skills, and attributes, as well as your capacity to serve in the position(s) for which you have applied. Whenever possible, include both an e-mail address and preferred telephone numbers to aid in scheduling interviews. References may or may not be contacted. Please do not include members or alternates of the Committee on Nomination of Officers as references.

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

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

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

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

SIGNATURE OF AGREEMENT AND SUBMISSION FORM

PTA Vision

Every child's potential is a reality.

PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

The Purposes of the PTA

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Signature of Agreement. Your signature acknowledges that you have reviewed and agree with PTA's vision, mission, values, strategic initiatives, and purposes and you are currently a 2020-2021 PTA member. Please attach a copy of your current 2020-2021 PTA membership card to this page.

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

Unit# _____ in (city) _____.

Signature

Print Name

Date Signed

CHECKLIST FOR THE COMPLETED NOMINATION PACKAGE:

- Letter of Intent Form; **and** a one-page cover letter sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as the skills and expertise you bring to the position(s). Cover letter must be one-sided of an 8 1/2" x 11" single sheet of paper, in no smaller than 12-point type, single-spaced.
- Professional / Personal References form; **and** the question at the bottom of the page answered.
- Signature of Agreement and Submission Form **along with** a copy of your current 2020-2021 PTA / PTSA membership card attached to the page.
- Completed Resume / Bio **along with** your headshot included in the space provided (JPEG format preferred) at the top of the page.
- Checklist for the completed Nomination Package.
- Campaign literature as defined in Policy on Elections
- Please initial all pages at the top right hand corner.

It is highly advisable for all candidates to:

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