



Wisconsin PTA Board Member Letter of Interest

Wisconsin PTA Member:

October 2018

Are you interested in taking your PTA knowledge to the next level by becoming part of the Wisconsin PTA board of directors? If you are, it is time for you to consider the role you would like to play in the future work of Wisconsin PTA.

In order to facilitate officer and chair nominations, we ask that you complete and return this letter of interest. Letters of interest will be used by the committee in the following order:

- Nomination of Officers
- Nomination of Chairs

Please place your completed form in a sealed envelope marked "letter of interest" and return on or before January 15, 2019 to the address below. **Letters will be opened by the chair of the officer nominating committee – DO NOT EMAIL.**

Wisconsin PTA
4797 Hayes Road, Suite 102
Madison, WI 53704

Thank you for your consideration to further serve the Wisconsin PTA.

Influencing our future,
Michael R. Anton, Nominating Committee Chair

Name: _____ Unit/Council: _____

Address: _____

Phone Number: _____

Email: _____

Region: _____ Date: _____

Current Wisconsin PTA Position (if any): _____

Number of full terms in current Board position: _____

Past Positions: _____

Qualifications:

- Each officer must have served a minimum of one (1) year on the state board or will have served one (1) full term on the board of a local PTA/council by the time they take office.
- President-elect candidates shall have served as president at the local level
- Vice president, secretary and treasurer candidates shall have served in any elected position at the local level.
- Description of each position can be found on the following pages

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Please indicate your position interest. Select all which apply.

Elected Officers

- | | |
|--|------------------------------------|
| <input type="checkbox"/> President Elect | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Treasurer |

Elected Chairs: may only serve two (2) consecutive terms

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Bylaws | <input type="checkbox"/> Membership |
| <input type="checkbox"/> State Legislative Chair | <input type="checkbox"/> Reflections |
| <input type="checkbox"/> Federal Legislative Chair | <input type="checkbox"/> Education |

Appointed Chairs and Positions

- | | |
|---|--|
| <input type="checkbox"/> Awards | <input type="checkbox"/> Health & Welfare |
| <input type="checkbox"/> Bulletin Editor | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Convention Chair | <input type="checkbox"/> Region Advisor (Region _____) |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Resource Development |
| <input type="checkbox"/> Extension Chair | <input type="checkbox"/> Technology Chair |
| | <input type="checkbox"/> Youth Representative |

Please answer the following questions and include additional sheet(s) of paper if needed

What are you passionate about/which position are you most interested in?

Qualifications for positions marked above:

Future (beyond next term) goals and ambitions with WI PTA:

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Position Descriptions – Please keep these pages for your reference.

ELECTED OFFICERS

President Elect: Succeeds current president, performs duties of president in president's absence, acts as an aid to the president, on Executive Committee, member of Legislative, Joan Dykstra Friend of Education & Site Selection Committees, Director of Leadership Commission and Region Advisors

Vice President: On Executive Committee, Director of Education and Health & Welfare Commissions, Chair of Policy & Procedure, Resolutions and Site Selection Committees

Secretary: On Executive Committee. Keep an accurate account of all meetings; be prepared to read the records of any previous meetings; file all records; assist with Parliamentary Procedure.

Treasurer: On Executive Committee. Maintain a full account of the funds of the WI PTA; cause to be kept a full and accurate account of the receipts and disbursements in books belonging to the WI PTA; Render a written statement to the board of directors at each meeting; present an annual report of the financial condition of the organization; prepare or cause to be prepared an annual report for audit,

ELECTED CHAIRPERSONS

Bylaws: Processes local unit bylaws, suggests & prepares amendments to the WI PTA bylaws when needed, holds workshop at Leadership Conference, is a member of the Policy and Procedures and an advisory member of the Reflections and Membership Committees.

Legislative Chairs: Is a member of the Executive Committee, keeps the membership current on, either state or national, legislative activities, attends legislative hearings, meetings and conferences, issues calls to action, is an advisory member of the Resolutions Committee, conducts a Legislative Conference and workshops at Convention and Leadership Conference, federal chair attends National Legislative Conference, submits monthly newsletter articles.

Membership: Helps local chairs with OMDR and recruiting techniques, oversees the tabulation, recording and reporting of membership totals, is responsible for planning, processing and distributing all membership awards, plans a membership event at Convention, conducts a workshop at Leadership Conference.

Reflections: Runs the Reflections program at the state level, processes the winning entries and keeps reflections records, notifies winners, plans and is master of ceremony at the Reflections celebration, conducts a workshop at Leadership Conference.

Health and Welfare: Keeps current on health and welfare issues and reports to the board, oversees health grants to local units, suggests and writes resolutions on health and welfare issues when needed.

Education: Promotes and administers the WI PTA Teacher of the Year Program, keeps current on educational issues and reports to the board, suggests and writes resolutions on educational issues when needed.

Convention: Plans and runs convention

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Awards: Responsible for updating and processing award applications; Set due dates; promote Awards program; appropriately notify recipients; work with convention committee to plan award presentations

Marketing: Promotes PTA, writes for grants, seeks sponsorship & member benefits

Bulletin Editor: Creates newsletter from submitted articles, solicits articles as needed, finds articles to fill space if needed.

Technology: Maintains website, advises board on technology needs; oversees technology used during meetings and at convention; communicate needs to chairs.

Diversity: Shall serve on Membership and there report the efforts of the diversity committee; maintain database of leaders of the diverse groups in the community and coordinate efforts to collaborate with them; maintain list of translation options for WI PTA.

Extension:

Work collaboratively with the president, BOD and the National PTA extension liaison to develop an annual extension plan for the state based on membership and demographic information to identify schools and communities in which efforts will be targeted to establish new PTA units.

Special Project Coordinator: works under the guidance of the president on projects of the president's choice.

Region Advisor: Keep in contact with local PTAs in region, works with units to stay in good standing; answers questions; visits local units; organizes new PTAs in Region; presents PTA work to non-PTA groups; Arrange and presides at region events.

Resource Development: Identify sources of revenue (grants, sponsors), ensure compliance with National PTA fundraising goals and objectives, create ongoing relationships with Wisconsin PTA supporters.

Youth Representative: Shall work in collaboration with National, State and Local PTAs to provide education resources, leadership training and opportunities to increase youth participation and visibility in PTA.