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From: Ohio PTA Nominating Committee

RE: Nomination Forms for Service on Ohio PTA Board of Directors

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PLEASE READ THE ENCLOSED MATERIALS CAREFULLY.

Attached are the Provisions for Service in the Ohio PTA Governance Structure, State Leadership Responsibilities, a Signature of Agreement and Submission Form, a “template” for preparing your resume or bio, and a Submissions Form Checklist. Descriptions of responsibilities for specific board positions may be requested from the Chair of the Nominating Committee at office@ohiopta.org.

All materials must be received at the Ohio PTA office. Mail, fax, or e-mail all materials to the Ohio PTA Office. You will receive an e-mail confirming receipt of the materials.

If you have questions, please call the Ohio PTA office at (614) 781-6344. Questions may also be sent to office@ohiopta.org.

Mail to Ohio PTA, 40 Northwoods Blvd. Suite A, Columbus, OH 43235-4718

Fax to (614) 781-6449

E-mail to office@ohiopta.org

**PROVISIONS FOR SERVICE IN THE OHIO PTA GOVERNANCE STRUCTURE
From Article VII and IX of the Ohio PTA Bylaws**

- Each member of the Board of Directors shall be a member of a local PTA/PTSA in good standing.
- All members of the Board of Directors are eligible to serve two two-year terms consecutively in the same office, with the exception of the President and the President-elect who shall serve no more than one two-year term. A person who has served in an office for more than half a term shall be deemed to have served a full term in that office.
- Each candidate to be an officer shall have served at least 2 years as a member of the Board of Directors prior to taking office except the President-elect who shall have served at least 4 years on the Board of Directors prior to taking office.
- If a member of the Board of Directors shall at any time cease to meet the qualifications or fulfill the duties of his position, that person may be removed by a resolution adopted by a 2/3 vote of the members of the Board of Directors present and voting, providing there is a quorum.
- Members of the Ohio PTA Board of Directors shall not seek nor hold an elected partisan state or national office.



OHIO PTA BOARD OF DIRECTORS LEADERSHIP RESPONSIBILITIES

MEMBERS OF THE OHIO PTA BOARD OF DIRECTORS SHALL:

- Be a member of a PTA.
- Serve a term of two (2) years.
- Manage the affairs of Ohio PTA.
- Review and act on reports and recommendations of committees and staff.
- Approve the budget.
- Approve board and committee appointments as recommended by the president.
- Establish organizational policy based on the strategic plan.
- Attend regular meetings of the board of directors, to be held at least four (4) times during each calendar year. The meetings shall be held immediately preceding the Ohio PTA Annual Convention (preconvention meeting) and at other times as determined by the Board of Directors.
- Develop and adopt position statements on issues covered under the purposes and policies of the organization.
- Ratify resolutions adopted by convention delegates.
- Review committees' plan of work.
- Speak on behalf of the adopted positions of Ohio PTA when acting in their capacities as PTA leaders.
- Participate fully as a member of the Board of Directors.

MEMBERS OF THE OHIO PTA BOARD OF DIRECTORS MAY:

- Be asked to serve on Ohio PTA committees and/or task forces, as requested by the President.
- Be asked to represent Ohio PTA at the request of the President.

OHIO PTA BOARD OF DIRECTORS SIGNATURE OF AGREEMENT AND SUBMISSION FORM

PTA Vision:

The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Mission:

PTA is

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

PTA Values:

Collaboration: We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

Commitment: We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

Accountability: We acknowledge our obligations. We deliver on our promises.

Respect: We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

Inclusivity: We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

Integrity: We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

Ohio PTA Strategic Plan:

Goal #1 - We will increase, strengthen, and retain membership

Goal #2 - We will embrace and be inclusive of diversity reflected in our communities

Goal #3 - We will identify, develop, and sustain present and future leadership

Goal #4 - We will promote advocacy on behalf of all children, families and communities

Goal #5 - We will promote and maintain a legislative program

Goal #6 - We will strengthen the working relationships with other organizations that make decisions affecting children and youth

Goal #7 - We will refine internal operations to increase the capacity of the organization

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 PTA member.

I am a member of (local unit)	_____	PTA/PTSA Unit#	_____
City/State	_____	District #	_____
Signature	_____	Date Signed	_____



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OHIO PTA BOARD OF DIRECTORS RESUME/BIO TEMPLATE

NAME

ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

PERSONAL AND PROFESSIONAL INFORMATION

PTA INVOLVEMENT

Current service includes:

Previous service includes:

COMMUNITY INVOLVEMENT

Current service includes:

Previous service includes:

PTA ACCOMPLISHMENTS: (i.e., Gold Key Leadership, Advocacy, Life Achievement, etc.):

INTEREST IN THE FOLLOWING POSITION/POSITIONS

SUBMISSION FORM CHECKLIST

Required Documents:

- Signature of Agreement and Submission Form
- Up to one-page narrative sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as the skills and expertise you would bring to the position(s). Narrative must be on one side of an 8-1/2" x 11" single sheet of paper, in no smaller than 12-point type, double-spaced.

The one-page narrative should include a description of the skills and expertise you bring to the Ohio PTA organization for the position(s) for which you wish to be considered. Possible skills might include:

Administration/management	Legal	Strategic planning
Facilitation	Legislative	Technology
Financial expertise	Policy/bylaws	Training
Fundraising	PR/marketing/media	Working with diverse groups
Human resources	Public speaking	

- Resume/Bio
- Photo (Optional: Check box if enclosed.)

Please be sure to sign the signature of agreement and submission form.