

**To: Ohio PTA Nominating Committee**

**Re: Letter of Interest Application**

Attached are the Board of Director Duties, Provisions for Service in the Ohio PTA Governance Structure, Signature of Agreement and Submission Form, Template for preparing your resume or bio, and a Submissions Form Checklist

ALL materials must be received by the Ohio PTA Nominating Committee Chair Janice Wanko at [janice.wanko@ohiopta.org](mailto:janice.wanko@ohiopta.org) by October 1, 2026.

### **Ohio PTA Board of Directors Duties**

#### **Members of the Board of Directors shall:**

- Be a member of a PTA/PTSA in good standing
- 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
- Attend regular meetings of the Ohio Board of directors to be held at least four (4) times during each calendar year
- Attend National PTA Standards of Affiliation training as part of a Board of Directors meeting
- Attend the entire Ohio PTA Convention, including pre-convention and post-convention meetings, take part in the activities required, and stay at the designated convention hotel
- Approve board and committee appointments as recommended by the Executive Committee
- Develop and adopt position statements on issues related to the purposes of the Ohio PTA
- Implement resolutions adopted by convention delegates
- Speak on behalf of the adopted positions of Ohio PTA when acting in their capacities as PTA leaders

#### **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

**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 2-year terms consecutively in the same office with the exception of the President and the President-elect who shall serve no more than one 2-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 one term as a member of the Board of Directors prior to election except the President-elect who shall have served at least two terms on the Board of Directors.
- If a member of the Board of Directors shall at any time cease to meet the qualifications or fulfill the duties of that 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.

Shall have all power and authority over the affairs of the Ohio PTA in the interim between the annual conventions except that of modifying any action of the convention;

Shall approve and manage the yearly budget;

Shall approve the Ohio PTA Legislative Directives;

May adopt position statements between conventions which shall be ratified by delegates at the next annual convention;

## **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 promise.
- 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.

**The Purposes of 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 and purposes, and you are currently a PTA member of a PTA/PTSA in good standing.

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

Unit #: \_\_\_\_\_

City/State: \_\_\_\_\_

Region #: \_\_\_\_\_

Printed Name of Nominee: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_

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

## **Ohio PTA Board of Directors Resume/Bio Template – 2027-2029**

**Name:**

**Address:**

**Telephone number(s):**

**Email address:**

### **Personal and Professional Information**

#### **PTA Involvement:**

Current Service includes:

Previous Service includes:

#### **Community Involvement:**

Current Service includes:

Previous Service includes:

**PTA Awards:** (i.e. Gold Key Leadership, Ohio or National PTA Achievement Awards, local unit awards, etc.)

**I wish to be considered for the following positions:**

# Submission Form Checklist – 2027-2029

## **Required Documents:**

- Signature of Agreement Form
- Resume/Bio
- Photo (optional)
- 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 ½” x 11” single sheet of paper, in NO smaller than a 12-point font.

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

- Administrative/Management
- Legal
- Strategic Planning
- Leadership
- Legislative
- Technology
- Financial Expertise
- Policy/Bylaws Training
- Fundraising
- PR/Marketing/Media
- Working with Diverse Groups
- Human Resources
- Public Speaking

PLEASE BE SURE TO SIGN the Signature of Agreement Form