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2721 N. 7th Avenue
Phoenix, AZ 85007
602-279-1811
www.azpta.org

Dear PTA/PTSA Members,

Over 112 years ago Arizona PTA was established as a charter of the National PTA to meet a profound challenge; to better the lives of children in Arizona. Today's PTA continues to flourish because it has never lost sight of its goal: to change the lives of children across our great nation for the better. "Together we are a powerful voice for children. With your help, we can continue to work toward PTA's goals of a quality education and nurturing environment for every child."

The Arizona PTA Nomination Committee is searching for qualified individuals to fill the following Arizona State leadership positions for a two year term beginning July 1, 2018:

<ul style="list-style-type: none"> • Secretary • Treasurer 	<ul style="list-style-type: none"> • Northern Arizona Region Director • North East Maricopa Region Director • South West Maricopa Region Director • Western Region Director
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The Nominating Committee will review nominations for elected offices, will conduct interviews and submit a Nominating Committee report to the Board of Managers. The nomination form is attached to this message and will be posted on the ARIZONA PTA website, <http://www.azpta.org>. The process will follow this general schedule:

- Deadline for submitting nomination form for officers: January 31, 2018
- 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 submit its report to the Arizona State PTA President as well as post a report indicating the nominees for each elected position on March 1st.
- Election Meeting: The Nominating Committee will give the report at the annual Convention Meeting.

Arizona 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 available at the state website, <http://www.azpta.org>

If you should have any questions on the nomination process, please feel free to contact Sergio Chavez, Nominating Committee Chair.

Regards,

Sergio Chavez – AZ PTA President Elect
Nomination Chair
602-577-8926
nomination@azpta.org



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The following Arizona PTA positions are up for election:

Officers from Group 2, elected in even numbered years, for a term of two (2) years;

- Secretary
- Treasurer

Region Directors from Group 2, elected in even numbered years, for a term of two (2) years;

- Northern Arizona Region Director
- North East Maricopa Region Director
- South West Maricopa Region Director
- Western Region Director

Included in the documents are the forms needed to complete your nomination for submission to the nominating committee for their consideration. This information allows you to make nominations for the above positions. **All nominations must be received by the Arizona PTA at the office or via email no later than January 31, 2018** to be eligible for consideration by the Nominating Committee.

Documents and information included in the call for nominations are the following:

1. Procedures, qualifications/criteria, duties of each officer as stated in the Arizona PTA Bylaws; and
2. Nomination form; and
3. Candidate's letter of intent form; and
4. Candidate's resume information; and
5. Cover letter and photo; and
6. Professional and personal references form; and
7. Checklist of required documents.



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Procedures, Qualifications and Criteria

Qualifications/Criteria:

The eligibility requirements for candidates to the offices listed below are found in the **Arizona PTA bylaws Article VIII. Arizona PTA Officers and Their Election, Section 1, Section 2, and Section 3.**

Secretary: To be eligible for nomination to the office of Secretary, a person must have a background of at least two (2) years accumulated local PTA/PTSA unit, council, region, or state PTA experience. This position is exempt from the requirement of the Arizona PTA Board of Managers experience.

Treasurer: To be eligible for nomination to the office of Secretary, a person must have a background of at least two (2) years accumulated local PTA/PTSA unit, council, region, or state PTA experience. This position is exempt from the requirement of the Arizona PTA Board of Managers experience. To be eligible for nomination as Treasurer, a person must have a background in bookkeeping or finance.

Region Director(s): Must have a background of at least two (2) years accumulated local PTA/PTSA unit, council, region, or state PTA experience. This position is exempt from the requirement of the Arizona PTA Board of Managers experience. **Note: A region director's nomination must be signed by a person within their region.**

In addition to the criteria given above:

Each officer must be a member of a local PTA/PTSA unit within the area of the Arizona PTA. In other words, for a candidate to be eligible for nomination they must reside in Arizona and be a paid member of a local PTA/PTSA unit within the area of Arizona PTA.

** In regards to experience for a local PTA, PTA council, region or state PTA – A year shall be defined as twelve (12) months of service from the date of assuming office July 1st

Nominations from the Floor:

In the event that a candidate would like to be nominated from the floor at the Arizona PTA annual convention, **the nominee must meet all the qualifying criteria.** Any member planning to make a nomination from the convention floor or any member planning to run from the floor for an office must advise the Nominating Committee Chair **not less than twenty-one (21) days prior to General Meeting one (1) of the annual Arizona PTA convention.**

The nominating committee chair shall verify the candidate's credentials.



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Procedures:

All nominations and the following documents must be submitted, to the Chair of Nominating Committee, **no later than January 31, 2018** for a candidate to be eligible for consideration by the nominating committee.

1. A nomination form, see page six (6); and
2. A signed intent form, which must be signed by candidate, see page seven (7); and
3. A biographic information page, details of what should be included are on page eight (8); and
4. Professional and personal references, see page nine (9); and
5. A cover letter, see page eight (8), which indicates: what you can do for Arizona PTA if you serve in this office; what values, attributes, skills and talents you hope to bring to Arizona PTA as a member of the board of directors/ managers. It may include any special programs/projects in which you played a key role.

❖ ***Note: If selected by the Nominating committee, information from your biography/qualifications will be published in the pre-convention Arizona PTA publication to inform members about your candidacy. Your biography/qualifications, information and the photo you supply will be published in the Arizona PTA convention program given to delegates during their registration.***

Duties of Officers:

The positions of Region Director(s). Secretary and Treasurer may be found in Article IX. Duties of Officers, Sections 4, Section 5, and Section 6.

The REGION DIRECTORS shall:

- A. Serve as a member of the board of managers; and
- B. Serve as the Arizona PTA representative and liaison for a respective geographical region; and
- C. Provide support, guidance, mentorship and oversight for PTA 501(c)(3) tax exempt non-profit policies, procedures, and the maintenance and compliance with the "Standard of Affiliation" (SOA) for local PTA/PTSA units, and shall organize/charter new local PTA/PTSA units and Council PTA/PTSAs; and



Duties of Officers continued:

The REGION DIRECTORS shall:

- D. Perform other duties as may be assigned by the president, the executive committee and/or the board of managers.
- E. In the absence of a region director, or to support and assist a region director with local PTA/PTSA units and PTA/PTSA Councils, the vice president or board of managers shall assign the field service chair or a member of the field service committee to assist the region director.

The SECRETARY shall:

- A. Serve as secretary of the corporation; and
- B. Serve as a member of the executive committee and the board of managers; and
- C. Attend the annual Arizona PTA convention, all meetings of the board of managers and of the executive committee, and shall act as clerk thereof and record all votes and the minutes of all proceedings; and
- D. Perform other duties as may be assigned by the president, the executive committee and/or the board of managers.

The TREASURER shall:

- A. Serve as a member of the executive committee and the board of managers; and
- B. Collect and receive all money due the National PTA and the Arizona PTA and deposit the same in a depository approved by the executive committee; and
- C. Disburse the funds of the Arizona PTA only upon order of the board of managers or in accordance with the budget approved by the board of managers; and
- D. Present a statement of account at all meetings of the board of managers and at other times when requested to do so by the president; and
- E. Shall make a full financial report during the Arizona PTA convention at the annual meeting; and
- F. Remit monthly to National PTA all money due to the National PTA; and
- G. Shall serve as the chairman of the budget committee; and
- H. Give a surety bond for the faithful performance of duty in such amount as shall be determined by the board of managers. The fee for such bond shall be paid by the Arizona PTA; and



Duties of Officers continued:

The TREASURER shall:

- I. Perform such other duties as may be assigned by the president, the executive committee and/or the board of managers.

Additional duties for all Officers:

The officer positions of Treasurer and Secretary are considered members of the Board of Managers and the Executive Committee. Region Directors are considered members of the Board of Managers



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Nomination Form

The nomination form, intent form, and other documents must be submitted to the Nominating Committee **NO LATER THAN January 31, 2018.** **Note:** Candidates for Region Director(s) may only be nominated by a person from within their own PTA/PTSA region.

Please Submit To: Arizona PTA
Attn: Nominating Chair
Via U. S. POSTAL MAIL : 2721 N. 7th Avenue
Phoenix, AZ 85007-1102 mark envelope "Confidential"

Or Via Email: nomination@azpta.org

I/We wish to nominate _____ for the position of
(Candidate's Printed Legal Name)

- ____ **Secretary**
- ____ **Treasurer**
- ____ **Northern Arizona Region Director**
- ____ **North East Maricopa/Gila Region Director**
- ____ **South West Maricopa Region Director**
- ____ **Western Region Director**

Name of PTA/PTSA member submitting candidate _____

Name and PTA ID # of Local Unit submitting candidate _____
(PTA Identity # may be found on membership card)

Qualifications of candidate

(Date)

(Signature of PTA/PTSA member making nomination)

This form may be duplicated, however, only one nominee per form.



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Candidate's Letter of Intent Form

Please Submit To: ARIZONA PTA OFFICE
 Attn: Nominating Committee
 Via U.S. POSTAL MAIL 2721 N. 7th AVENUE
 PHOENIX, AZ 85007-1102 mark envelope "Confidential"
 Or Via Email at: nomination@azpta.org

NO LATER THAN JANUARY 31, 2018

RETURN with Nomination and Candidate's other required documents.

It is, _____ intent to be considered for the position of _____
 (Print legal name) (Print officer/position title)
 with the Arizona PTA, and he/she will accept the nomination for _____ if selected to run
 (print officer/region position)
 for that office with Arizona PTA and will serve if elected.

I am a member of _____ PTA/PTSA, with PTA ID # _____.
 (Name of local PTA/PTSA unit) (found on membership card)

My PTA/PTSA region is _____
 (Arizona PTA Regions: Northwest Maricopa, North Central Maricopa, Northeast Maricopa/Gila, Southeast Maricopa/Pinal, Southwest Maricopa, Southern Arizona, Northern Arizona and Western Arizona.)

Mailing address: _____

City: _____

State: Arizona, Zip Code: _____ + 4 _____.

Cell phone #: () _____

Home or Work phone #: () _____

Email Address: _____

2nd Email Address: _____

(Date)

(Signature of Candidate)



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Candidate's Resume and Cover Letter Information

Please Submit To: ARIZONA PTA OFFICE
Attn: Nominating Chair
Via U. S. POSTAL Mail to: 2721 N. 7th Avenue
PHOENIX, AZ 85007-1102 Mark envelope "**Confidential**"

Or Via Email to: nomination@azpta.org

NO LATER THAN JANUARY 31, 2018

Return with nomination form, letter of intent form, professional and personal references, cover letter and photo (JPEG format preferred).

Dear Candidate:

The Nominating Committee is pleased to have you run for an Arizona PTA office. The Committee will be using the information from your resume, professional and personal references, and cover letter to help select the candidates for the slate of officers.

If selected by the Nominating Committee to be placed on the ballot at convention, your qualifications and information will be published in an Arizona PTA pre-convention publication to inform members about your candidacy. Your qualifications, information and the photo you supply will be published in the Arizona PTA convention program given to delegates during their registration.

Resumes will be edited for uniformity and to meet space requirements in the Arizona PTA pre-convention publication and the Arizona PTA convention program.

Please submit your biographic information/resume on an additional 8 ½" x 11" paper no smaller than 12 point font size and limit resume to 500 words or less.

Your resume should contain:

1. Your legal name, address, email addresses, and contact phone number(s); and
2. Personal and professional information, including skills and attributes useful to the office your seeking; and
3. List your current and past PTA/PTSA experience. Please include the level(s) of your PTA/PTSA service (i.e. local unit, council, region, state) and the corresponding dates of service; and
4. Community involvement current and previous, including dates of service.

Please submit your cover letter on an additional 8 ½" x 11" paper no smaller than 12 point font and limit letter to 250 words or less.

Your cover letter should be written to include:

- What values, skills, attributes and talents you would bring to Arizona PTA as a member of the board of directors.
- What you can do if you serve in the office/position you are seeking.
- Give brief description of any special program or project in which you played a key role.



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Professional and Personal References

Please give three (3) references that may be contacted by members of the Nominating Committee regarding your qualifications, knowledge, talents and attributes, as well as your capacity to serve in the position for which you have applied to be considered. **Do not list only personal references.** To help the Nominating Committee with contacting your professional and personal references, please include both email addresses and preferred phone numbers. Please indicate any known days or times for the committee to make contact. References may or may not be contacted.

Print or Type Information

1st reference: indicate your relationship: _____
Name: (please print full name & any title) _____
Address: _____
City: _____, State: _____, Zip Code: _____
Email addresses: (personal) _____ (Work) _____
Phone #s: Work () _____, Home () _____, Cell () _____

2nd reference: indicate your relationship: _____
Name: (please print full name & any title) _____
Address: _____
City: _____, State: _____, Zip Code: _____
Email addresses : (personal) _____ (Work) _____
Phone #s: Work () _____, Home () _____, Cell () _____

3rd reference: indicate your relationship: _____
Name: (please print full name & any title) _____
Address: _____
City: _____, State: _____, Zip Code: _____
Email addresses: (personal) _____ (Work) _____
Phone #s: Work () _____, Home () _____, Cell () _____

Use this space for any further details about contacting your references:

Have you had the opportunity to work with Arizona PTA leadership, National PTA leadership or another National non-profit association or organization? If so please give the details below.



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Check List

The following required documents must be submitted to Arizona PTA to be eligible for consideration for Officer(s) and Region Director(s) by the Nominating Committee.

- 1. Nomination form to include: name of PTA member submitting nomination, local PTA/PTSA unit of member submitting, and local PTA/PTSA unit identification number (this may be found on the local unit membership card or by contacting your Region Director); and
- 2. Letter of Intent form to include: candidate's signature, local PTA/PTSA unit of record, and identification number of local unit; and
- 3. Candidate's resume, 8 1/2" x 11" page, no smaller than 12 point font and 500 words or less; and
- 4. Professional and personal references form; and
- 5. Cover letter, 8 1/2" x 11" page, no smaller than 12 point font and 250 words or less; and
- 6. Photo, wallet sized, preferred JPEG format.

Please be sure the candidate's signature is on the letter of intent form, along with the PTA unit and PTA ID number.

All documents and materials must be received at the Arizona PTA state office **on or before January 31, 2018**. Submission may be done by either of the following methods:

- A. By U. S. Postal Mail to: Arizona PTA
Attention: Nominating Chair
2721 N. 7th Avenue
Phoenix, AZ 85007
With your envelope marked "**Confidential**"
- B. By Email To: nomination@azpta.org