Dear Nominating Committee,

Thank you for serving on this committee! The purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of the PTA. You, the members of the committee, therefore, have a tremendous influence on the future of our PTA! Because this committee deals with sensitive issues, deliberations of this committee must be kept confidential.

Included in this packet are the following items:

* Nominating Committee roster and contact info
* A current board list indicating terms served
* PTA Nominating Committee Checklist
* Responsibilities of Committee and Chairperson
* Straw Ballot form
* Strategies for filling boards
* Job Descriptions
* Fillable Report of the Nominating Committee
	+ This should be posted without signatures
	+ Please let me and the president know when your slate is ready for posting.
	+ The slate of nominees must be posted no later than \_\_\_\_\_\_\_\_\_\_\_, which is 28 days prior to the election on \_\_\_\_\_\_\_\_\_\_\_\_.

If you need to check the membership status of a nominee, you can let me know or have our membership chair check for you.

Thank you again for serving on this committee. Good luck, have fun, and keep it confidential!

<Name>

Parliamentarian, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTA

Cell phone:
e-mail:

Dear PTA Nominating Committee:

The following people are currently holding these positions on the Executive Board:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Currently Serving** | **Term** | **Eligible Incumbents** | **Phone Number** | **email** |
| President |  |  |  |  |  |
| 1st VP:  |  |  |  |  |  |
| 2nd VP:  |  |  |  |  |  |
| 3rd VP:  |  |  |  |  |  |
| 4th VP:  |  |  |  |  |  |
| Recording Secretary |  |  |  |  |  |
| Treasurer |  |  |  |  |  |
| Financial Secretary |  |  |  |  |  |
| Auditor |  |  |  |  |  |
| Historian |  |  |  |  |  |
| Corresponding Secretary (appointed) |  |  | appointed |  |  |
| Parliamentarian (appointed) |  |  | appointed |  |  |

From bylaws: *“Officers shall serve for a term of one year or until their successors are elected. No officer shall be eligible to the same office for more than two consecutive terms or hold more than one elected office. Officers shall assume their duties on July 1st. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.”*

The *Corresponding Secretary and the Parliamentarian* shall be appointed by the president subject to the ratification of the executive board, and do not need nominations.