

Nominating Committee: PTA's Most Important Committee

The nominating committee has a tremendous influence on the future of your PTA. These lucky individuals are charged with finding the best possible candidates to serve as officers for the next year's board. To give them time to find those candidates, they are elected at an association meeting at least 60 days in advance of the annual election meeting.

Before you elect your nominating committee, review *Article V — Officers and Their Election* in your bylaws. This section details exactly how many members and alternates your nominating committee should have, as well as when the election will be. If you have a small nominating committee (3 members) we recommend you consider revising your bylaws to have at least 5 members on that committee. Do you want only 3 people to decide upon who will serve on next year's board?

Alternates to the nominating committee are called upon to replace any nominating committee member who cannot attend the first meeting of the committee. If an alternate is called to serve, the original committee member is no longer part of the committee. The alternate takes the place of that member at all nominating committee meetings.

Nominating committee members should seek out qualified potential nominees who represent all areas or neighborhoods of your school's population. They should be familiar with the responsibilities and requirements for the offices that need to be filled. And above all, they should be able to maintain the confidentiality of any discussions. To paraphrase a popular tagline, what happens in the nominating committee stays in the nominating committee.

The PTA president never serves on the nominating committee; and, while the parliamentarian has responsibilities for the nominating process, he/she serves as a member only when elected to the committee by the association. No person may be elected to the committee for two consecutive years, including the parliamentarian and the principal, but the latter two still play an advisory role and are available for consultation as needed.

Be sure to elect your nominating committee wisely. Remember: It is your PTA's most important committee.

NOMINATING COMMITTEE CHECKLIST

- Elect nominating committee at association meeting**
 - Must be at least 60 days prior to annual election meeting
 - Check number of members and alternates as listed in bylaws
 - Verify eligibility of committee member nominees
 - Verify PTA membership
 - Check service on previous nominating committee

- Schedule committee meeting**
 - Parliamentarian arranges date
 - Principal included as advisor, if not elected
 - Alternate(s) called if elected member unable to attend first meeting

- Committee meets**
 - Parliamentarian gives instructions (stays only if an elected member)
 - Elect committee chairman
 - Review officer positions and duties (Bylaws and Standing Rules)
 - Prepare slate
 - Each nominee must be a PTA member (membership list)
 - Each nominee must be enthusiastic and supportive of PTA
 - Each nominee should have knowledge of the organization and its role in the school and in the community
 - Each nominee should be willing to give PTA a satisfactory level of priority and commitment, including attendance T meetings
 - Each nominee should be able to work well with people
 - Call potential nominees
 - Include clear indication of responsibilities of the position
 - Include any expected representation at council or district meetings
 - Do not try to persuade a reluctant individual
 - Do not try to “fill the board” =just to have names in place
 - Schedule follow-up meeting if needed
 - Remind everyone that all discussions are confidential
 - Committee members sign slate

- Membership notified of nominees in writing at least 30 days prior to election meeting**



PTA Nominating Committee: A Search for the Best

The nominating committee members have the responsibility of bringing the names to the membership of those they consider to be the most qualified to lead the next year's PTA.

In considering which PTA members are the best qualified to serve in the officer positions, the criteria listed below should be considered and evaluated.

Each nominee:

- Must be a PTA member. (See Bylaws for Local PTA/PTSA Units, ARTICLE V, Sections 1, 5 and 6.)
- Must be enthusiastic and supportive of PTA.
- Must believe in the basic policies and Purposes of the PTA.
- Must be fair and objective and concerned for the best interests of PTA.
- Should have experience in PTA, although other organizational work may also be considered.
- Should have knowledge of the organization and its role in the school and in the community.
- Should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings.
- Should be able to work well with people.

In contacting potential nominees, the nominating committee chairman (or other designated committee member) should:

- Give a clear indication of the responsibilities of the office and how much time may be involved.
- Include any expectation of officer representation at leadership training workshops, council and PTA district meetings and/or the California State PTA annual convention.
- Never try to talk a reluctant individual into accepting a nomination.
- Never try to 'fill the board' just to have names in place. A vacancy at the time of the election may be filled by a nomination from the floor or later by the newly elected executive board.

Responsibilities of Officers and Chairmen

All board members and chairmen are expected to:

- Accept office or position only when willing to uphold the policies and procedures of the State and National PTA;
- Accept office only when willing to prepare oneself to fulfill the responsibilities of the office;
- Study and follow unit bylaws and standing rules;
- Attend and participate in meetings;
- Review and maintain the procedure book and files for the position;
- Abide by the will of the majority;
- Respect the privacy of the business of the executive board;
- Protect the privacy of all members by not allowing distribution of membership lists to outside interests;
- Meet deadlines and fulfill assignments promptly;
- Give accurate and detailed account of all monies entrusted to them;
- Delegate instead of doing it all yourself;
- Develop and strengthen leadership;
- Attend conferences, workshops and conventions;
- Ensure a good transition by passing on all resources and records; and
- Resign if unable to perform the required duties of the office.

In accordance with Roberts Rules of Order Newly Revised, the California State PTA does not recognize co-officers. “Co-officer” implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote. Bylaws may be amended to include additional officers to share the workload.

The bylaws provide the month for the annual election and the date when the term begins. All officers and chairmen are obligated to study and follow PTA bylaws, standing rules and any procedures described in Roberts Rules of Order. They are also responsible for reviewing the Job Descriptions for each office and reviewing, as well as maintaining while they are in office, the procedure book (See California State PTA *Toolkit*, Procedure Book) specific to their office.

DOs and DON'Ts for NOMINATING COMMITTEES

- DO** study carefully the qualifications of members before presenting the name as a nominee.
- DON'T** submit a member's name as a nominee because she/he is a friend of yours.
- DO** check the membership list to be sure nominee is a member of the organization.
- DON'T** nominate a person with the thought that it is a good way to get him to join the PTA.
- DO** remember that committee DISCUSSION is left in the meeting room.
- DON'T** repeat what was said in the committee meeting.
- DO** see that the report of the nominating committee is publicized through the proper channels.
- DON'T** report the results of the nominating committee until it has been publicized through the proper channels.
- DO** accept an office yourself if you are sincerely interested in the purpose of the organization.
- DON'T** accept the office if you are only interested in having your name posted on the website.

PTA President Duties

- Delegate and coordinate duties
- Preside at all meetings
- Make committee chairman and committee member appointments, including the parliamentarian
- Sign all authorizations and contracts
- Be familiar with financial procedures
- Be an authorized check signer (not related by blood or marriage or reside in the same household.)
- Official representative of the association as authorized
- Responsible for the annual report
- Be official contact
- Meet with site administrator
- Perform other prescribed duties

Executive Board Duties

- Transact business as directed by the association and business between association meetings
- Pay bills
- Create committees
- Fill vacancies
- Present reports to the association
- Understand and question financial reports
- Protect assets of the association
- Understand the organization
- Attend meetings

Secretary

- Keep accurate, concise, permanent record of the proceedings of all meetings of the association and the executive board
- Keep on hand for reference at each meeting a copy of the bylaws, standing rules, copies of agendas, minutes of previous meetings, list of all committees and an up-to-date list of all members.
- Prepare the minutes and give copy to the president soon after each meeting
- Sign authorizations for payment – with the president – after the association votes to pay a bill and record all expenditures in the minutes

TREASURER

- Keep permanent financial records.
- Chairs the budget committee.
- Receive and deposit all monies.
- Pay all bills as authorized.
- Present a monthly treasurer's report that includes all bills to be authorized and/or checks to be ratified.
- Forward membership monies, insurance premiums, and workers compensation forms through channels
- Prepare financial records for audit.
- File tax forms.
- Complete a Workers' Compensation Annual Payroll Report form regardless of whether the PTA paid wages or not.
- Present an Annual Financial Report.

BASIC FINANCIAL PROCEDURES

- All check signers must be elected officers as specified in bylaws.
- All PTA checks must have two signatures.
- Pay all bills promptly. Do not pay bills in cash.
- Budgets must be approved by the membership.
- Use the school address for bank statements.