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2721 N. 7<sup>th</sup> Avenue  
Phoenix, AZ 85007  
602-279-1811  
[www.azpta.org](http://www.azpta.org)

Dear PTA/PTSA Members,

Over 110 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, 2017:

<ul style="list-style-type: none"><li>• President Elect</li><li>• Vice President</li></ul>	<ul style="list-style-type: none"><li>• Northwest Maricopa Region Director</li><li>• North Central Maricopa Region Director</li><li>• Southeast Maricopa / Pinal Region Director</li><li>• Western Maricopa Region Director</li></ul>
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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, 2017
- 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 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 Anne Gabriellini, Nominating Committee Chair.

Regards,

**Anne Gabriellini – AZ PTA Vice President**  
**Nomination Chair**  
**917-837-9873**  
[nomination@azpta.org](mailto:nomination@azpta.org)



## **The following Arizona PTA positions are up for election:**

Officers from Group 1, elected in odd numbered years, for a term of two (2) years;

- President Elect
- Vice President

Region Directors from Group 1, elected in odd numbered years, for a term of two (2) years;

- Northwest Maricopa Region Director
- North Central Maricopa Region Director
- Southeast Maricopa / Pinal Region Director
- Western Maricopa 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, 2017** 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.



## 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.**

**President-Elect:** To be eligible for nomination to the office of President or President-Elect, a person must have a background of local PTA/PTSA unit experience and at least two (2) years of Arizona PTA Board of Managers experience upon assuming office July 1st.

**Vice President:** To be eligible for nomination to the office of Vice-President, a person must have a background of local PTA/PTSA unit experience and at least one (1) year of Arizona PTA Board of Managers experience upon assuming office July 1st.

**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 1<sup>st</sup>.

### **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, 2017** 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 President-Elect and Region Director(s) may be found in Article IX. Duties of Officers, Sections 1, Section 2, Section 3, and Section 4.



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**The President-Elect shall:**

- Act as an aide to the President and perform other duties as may be assigned by the President; and
- Serve as a member of the executive committee and the board of managers; and
- Serve as a member of the office management team; and
- Perform the duties of the office of President in the President's absence or when the President is unable to perform his/her duties; and
- Perform other duties as may be assigned by the board of managers and/or the executive committee.

**The Vice-President shall:**

- Act as an aide to the President and perform other duties as may be assigned by the President; and
- Serve as a member of the executive committee and the board of managers; and
- Coordinate the activities of the Region Directors; and
- Coordinate the activities of the following committees: bylaws, field service, state and local unit relations, and as may be assigned by the board of managers and the executive committee; and
- Perform other duties as may be assigned by the board of managers and/or the executive committee.



**The Region Directors shall:**

- Serve as a member of the board of directors; and
- Serve as the Arizona PTA representative and liaison for a respective geographical region; and
- Support current local PTA/PTSA units and shall organize new local PTA/PTSA units and councils; and
- Perform 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 President, President-Elect, Vice-President and Region Director are considered members of the board of managers and executive committee



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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, 2017.** **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. 7<sup>th</sup> Avenue

Phoenix, AZ 85007-1102 mark envelope "**Confidential**"

Or Via Email: [nomination@azpta.org](mailto:nomination@azpta.org)

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

- \_\_\_\_ President-Elect
- \_\_\_\_ Vice President
- \_\_\_\_ North Central Maricopa Region Director
- \_\_\_\_ Northwest Maricopa Region Director
- \_\_\_\_ Southeast Maricopa/ Pinal Region Director
- \_\_\_\_ Western Arizona 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

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\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of PTA/PTSA member making nomination)



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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. 7<sup>th</sup> AVENUE

PHOENIX, AZ 85007-1102 mark envelope **"Confidential"**

Or Via Email at: [nomination@azpta.org](mailto:nomination@azpta.org)

**NO LATER THAN JANUARY 31, 2017**

**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: \_\_\_\_\_

2<sup>nd</sup> 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. 7<sup>th</sup> Avenue  
PHOENIX, AZ 85007-1102

Mark envelope **"Confidential"**

Or Via Email to: [nomination@azpta.org](mailto:nomination@azpta.org)

**NO LATER THAN JANUARY 31, 2017**

**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

**1<sup>st</sup> 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 ( ) \_\_\_\_\_.

**2<sup>nd</sup> 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 ( ) \_\_\_\_\_.

**3<sup>rd</sup> 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, 2017**. Submission may be done by either of the following methods:

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