



DISTRICT NOMINATIONS for Officers & Committee Chairs 2019 – 2021 Term

PLEASE SUBMIT BY: MARCH 1st

Name: _____

Phone: home: _____ cell: _____

Email: _____

Best time and day to be reached: _____

Students in School: Name: _____ Grade: _____
Name: _____ Grade: _____
Name: _____ Grade: _____

Officer Position Seeking (Please review By-Laws and Standing Rules for Officer position descriptions):

- Director Assistant Director Secretary-Treasurer

Committee Chair Position Seeking (Please review on-line information for brief activity description):

- Advocacy Partnerships Student Programs Diversity Programs

Are you willing to be considered for another position? Yes No

Will you hold an Officer position at your local PTA next year? Yes No

PLEASE ATTACH A SEPARATE PAPER TO ANSWER THE FOLLOWING QUESTIONS:

- 1. What PTA Officer or Committee positions you have held and years you held each position
2. What do you bring to the position and what do you hope the District will accomplish next year?
3. Please provide two references (name, email, phone, title) who you have worked with in a volunteer capacity that can speak to your work and communication style

Thank you for your interest in supporting the work of PTA Officers across the Hunt District!

If you are interested in an Officer Position; Nominations Committee will be in touch before March 10th.
If you are interested in a Committee Chair Position, Your questionnaire will be given to the incoming PTA Executive Board, who will contact candidates in April/May.

With your help, and others like you, we can support each other be a strong voice for families and students in the District. Please email this form to SecTreas@HuntDistrictPTA.org .

Brief description of each Officer or Chair Position...

For a full officer position descriptions and responsibilities of the Executive Committee and Executive Board, please read the Hunt District Bylaws, Virginia PTA Bylaws and SOP.

Director

- Serve as a member of the Virginia PTA Board of Directors; Attend an expenses paid Fall, Spring and Winter meeting in Richmond and participate in conference calls.
- Work with the District Board to plan and host at a minimum a District fall meeting, annual meeting and student awards program
- Act as a liaison between local units and the Virginia PTA
- Offer advisory services and support leadership training offered by the District or the State
- Support local units in achieving and maintaining Good Standing status

Assistant Director

- Support the Director
- Support preparation for all district events

Secretary-Treasurer

- Record minutes at all meetings
- Keep full and accurate account of all expenditures and receipts and submit to Virginia PTA for payment or reimbursement
- Prepare the district budget and submit to Virginia PTA in accordance with Bylaws and SOP
- Present a written report at every meeting or upon request of the District Board

Chair: Student Programs

- Oversee the District Reflections, Citizenship Essay and Power Plates contests
- Work with local unit chair people to share ideas and resources
- Arrange judging, awards and student celebration event
- Coordinate District participation with the Virginia PTA

Chair: Partnerships

- Develop partnerships with local businesses to sponsor District work and provide Hunt District membership benefits

Chair: Diversity & Inclusion Programs

- Share information about family engagement through the LCPS Welcome Center and Parents as Educational Partners programs
- Develop resources for local units which may provide translation or other tools to support inclusion of all families

Chair: Advocacy

- Monitor local, state and national level legislation and policies that impact student education and health

NOTE: Determination of committees and appointment of chairs will be work of the incoming Executive Committee.