



6134 West Charleston Blvd
Las Vegas, Nevada 89146-1127

November 10, 2008

**RESPONSE MUST BE POSTMARKED,
FAX DATED, OR E-MAILED ON OR
BEFORE:
December 15, 2008**

**TO: Local PTA Presidents
Council Officers
Board of Managers**

**FROM: David Flatt, Nominating Committee Chair
Call for Candidates to Submit**

RE: *Applications and/or Letter of Interest Forms*

**Nevada PTA is seeking individuals for the following leadership positions.
Officers and Region Directors will be elected in April 2009:**

- **Officers:**
 - President Elect
 - Vice President for Membership and Marketing
 - Vice President for Leadership
 - Vice President for Legislation
 - Vice President for Programs
 - Treasurer
 - Secretary

- **Region Directors**

- **Members** interested in serving as a **Member-at-Large** of the Board of Managers

PLEASE READ THE ENCLOSED MATERIALS CAREFULLY.

A listing of responsibilities for the various positions, an *Application* form, *Letter of Interest* sheet, and *Signature of Agreement* form are enclosed.

Please forward this information to your members, constituents, PTA friends, and other qualified individuals. If you have questions, please call Nevada PTA in Las Vegas at:
(702) 258-7885 or (800) 782-7201

NEVADA PTA LEADERSHIP RESPONSIBILITIES

MEMBERS OF THE BOARD OF MANAGERS SHALL:

- Serve a term of two (2) years
- Hold a current membership in a Nevada Local PTA unit or Battle Born PTA
- Manage the affairs of Nevada PTA
- Approve the budget
- Approve board and committee appointments as recommended by the President
- Establish public policy and the legislative agenda
- Attend regular meetings of the Board of Managers held at least four (4) times during each calendar year - one of which is a pre-convention meeting in the spring, and at other times as determined by the Executive Committee (summer, fall and winter)
- Sign a conflict of interest statement
- Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- Participate fully as a member of the Board of Managers

Only a person who has served as the President Elect on the Board of Managers of the Nevada PTA shall be eligible to hold office of President.

THE PRESIDENT OF THE NEVADA PTA SHALL:

- Preside at all meetings of the Nevada PTA, the Board of Managers and the Executive Committee.
- Represent the Nevada PTA at all public forums and meetings, or designate an alternate to attend.
- Perform all duties usually pertaining to the office and such as are specified in these bylaws.
- Appoint all special committees.
- Appoint consultants to the Board of Managers subject to the approval of the Executive Committee.
- Between meetings of the Executive Committee, employ such office personnel as has been provided for by the budget.
- Select a qualified parliamentarian to serve in an advisory capacity at meetings of the state convention, the Board of Managers, the Executive Committee and at such other meetings as the President may designate and to render such other services as the President may deem advisable.
- Determine the duties of the immediate past President.
- Act as an ex-officio member of all committees and commissions except the nominating committee.
- Determine the duties and coordinate the work of the region directors.
- Coordinate the work of the officers, committees, and commissions in order that the Objects of the PTA may be promoted.
- Approve all material distributed by members of the Board of Managers.
- Direct the work of the state office; approve disbursement of funds within approved budget as authorized by the Board of Managers; and sign jointly with such other officers, as may be required all contracts ordered by the Board of Managers.
- Represent, the Nevada PTA on the National Council of States and prepare and submit the annual state report required by the National PTA.
- Appoint a general chairman and a program chairman for the state convention, not necessarily members of the Executive Committee.
- Notify the nominated candidates of an opponent(s) intention to run for office.

Only a person who has served at least one (1) year within the last four (4) years on the Board of Managers of the Nevada PTA shall be eligible to hold the offices of President Elect, Vice-President, Treasurer, or Secretary.

THE PRESIDENT ELECT SHALL:

- Act as an aid to the President and perform the duties as assigned.
- Perform the duties of the President in absence or inability of the President to serve.

THE VICE PRESIDENTS SHALL:

- Perform their duties as assigned and act as aides to the President.
- In the absence of the President and President Elect or inability to act, the four (4) Vice Presidents, in the order of their precedence (as designated by the Executive Committee at its post-convention meeting in the odd numbered years), shall perform the duties and exercise the powers of the President.
- The **Membership and Marketing Vice President** oversees the Membership, Marketing and Public Relations Committees to promote the mission and purposes of PTA.
- The **Leadership Vice President** oversees the Leadership Commission, which is responsible for training PTA officers and Board members at all levels to develop skills that will make them more effective leaders in Nevada PTA and in their communities and the Bylaws Committee.
- The **Legislative Vice President** oversees the Legislative Commission, which is responsible for protecting and representing the concerns of the children of Nevada through the legislative process and the following areas: The Resolution Position Statements and Legislative Directives, Historical Record, Legislative Handbook, Legislative Convention Resolution Book, and the Legislative Analysis.
- The **Programs Vice President** oversees the Awards and Reflections Committees, and the Building Successful Partnerships, Take Dad to School Day, VIVA, Health & Welfare and other programs at local, council and state levels.

THE TREASURER SHALL:

- Be chairman of the Budget Committee.
- Collect Nevada PTA dues.
- Deposit funds in a depository approved by the Board of Managers.
- Disburse funds in accordance with the approved budget and with the signed authorization of the President.
- Present a financial statement at each meeting of the Board of Managers and at other times as requested by the President.
- The Treasurer shall be an ex-officio member of the office committee.
- Close the books at the end of the fiscal year and submit them for review or audit to a licensed public accountant. The Executive Committee shall select the public accountant and a majority vote of the convention will determine whether a review or an audit is required.
- Issue notice two (2) months prior to March 15 to all local PTAs having dues unpaid for the current year.
- Send monthly to the National PTA Treasurer the amount of National PTA dues on hand, accompanied by a statement giving the name and location of each local PTA from which dues were received and the number of members in each local PTA.
- Register the signatures of the Treasurer, the President and no more than two additional signatories designated by the President and approved by the Executive Committee for all accounts at the bank. All checks shall bear any two signatures of those registered with the bank.
- Submit a detailed financial statement to the state convention.
- The duties of the Treasurer, except those specified in "a" and "f" of this section, may be delegated by the President, in consultation with the Treasurer, to one or more persons approved by the Executive Committee, provided such persons disburse funds only upon authorization of the President.

THE SECRETARY SHALL:

- Record the minutes of meetings of the Nevada PTA, the Board of Managers and the Executive Committee.
- Notify officers and commission chairmen of their election.
- Be responsible for mailing to each member of the Board of Managers a copy of minutes of all meetings.
- Conduct such correspondence as the Nevada PTA, the Board of Managers or the Executive Committee may direct.

Region Directors must reside, or have a child attending, in the region they represent. Voting for the Region Directors shall be limited to delegates from within their region at the state convention. Region Directors in Regions II, III, V, and VI may serve for two (2) consecutive terms.

REGION DIRECTORS SHALL:

- Give advice to councils and local PTAs;
- Interpret PTA policies, plans, practices, publications, and programs.
- Organize and stabilize local PTAs. (Where a council exists, cooperate with council officers and chairmen, confer with council leaders on local problems, and assist council PTAs in obtaining information.)
- Bring non-PTA parent-teacher groups into National PTA membership.
- Compile a directory of council and local PTA officers for the state office.
- Plan and conduct region conferences under state provisions.
- Serve on the Board of Managers.
- Assist in the training of the associate directors(s).

The six regions are broken down as follows:

Region I

Washoe County
Storey County

Region II

Humboldt County
Pershing County
Lander County

Region III

Elko County
Eureka County
White Pine County

Region IV

Clark County
Lincoln County
Southern Nye County (Pahrump, Beatty)

Region V

Northern Nye County (Tonopah)
Esmeralda County
Northern Lyon County (Fernley, Silver Springs, Yerington)
Churchill County

Region VI

Douglas County
Southern Lyon County (Dayton & Smith Valley)
Carson City
Mineral County

**APPLICATION &/OR LETTER OF INTEREST
MUST BE POSTMARKED, FAX DATED, OR
E-MAILED ON OR BEFORE:**

**LETTER OF
INTEREST**

December 15, 2008

Name: _____ PTA Unit _____
Address: _____
City: _____ State: _____ ZIP: _____
Telephone: Day () _____ Evening () _____
E-mail: _____ Languages Spoken _____

I wish to be considered for the following position(s) or appointment(s):
(You may list multiple positions on one form or fill out a separate form for each position.)

- Officer** - Indicate which one: _____
- Region Director** - (please circle) **I II III IV V VI**
- Member at Large considered for appointment to the following Commissions
and or Committee(s)**
- | | | |
|--|---|---|
| <input type="checkbox"/> Awards | <input type="checkbox"/> Legislative | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Budget | <input type="checkbox"/> Marketing | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Bylaws | <input type="checkbox"/> Membership | <input type="checkbox"/> Reflections |
| <input type="checkbox"/> Convention | <input type="checkbox"/> Office | <input type="checkbox"/> State & Local |

Please check the skills you possess and include in your one page narrative (requested on the following page) a description of the qualities and expertise you would bring to Nevada PTA for the positions for which you wish to be considered, such as:

- | | |
|--|---|
| <input type="checkbox"/> Administration/Management | <input type="checkbox"/> Personnel/Human Resources |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Policy/Bylaws |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Public Relations/Marketing |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Legislative | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Other, please list | <input type="checkbox"/> Training |

The Nevada PTA nominating committee is meeting, February 5-7, 2009, in Reno. Persons submitting Applications and/or Letter of Interest need to be available for a personal and/or phone interview from 8:00 a.m. to 8:00 p.m., February 5-7, unless special circumstances exist and prior arrangements have been made. Individuals who are being named as a reference should also be available by telephone during that time frame.

APPLICATION TO THE NEVADA PTA BOARD OF MANAGERS

| | | | |
|---|-------|------------------------------|-----------------------------|
| NAME | | PHONE | |
| ADDRESS | | PHONE | |
| CITY | STATE | ZIP | |
| HAVE YOU EVER SERVED ON THE NEVADA PTA BOARD OF MANAGERS BEFORE? | | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| WILL YOU AGREE TO CHAIR A COMMITTEE | | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| PLEASE NAME THREE COMMITTEES YOU WOULD BE WILLING TO SERVE ON | | 1. | |
| | | 2. | 3. |
| PLEASE INCLUDE A STATEMENT AS TO AS TO WHAT SPECIALTIES YOU CAN BRING TO THE NEVADA PTA BOARD. PLEASE INCLUDE A LIST OTHER NON PROFITS BOARDS YOU CURRENTLY SERVE ON. ATTACH DOCUMENTS OR ANY INFORMATION THAT MAY BE HELPFUL TO US IN MAKING | | | |
| REFERENCES | 1. | Relationship | Phone |
| | 2. | Relationship | Phone |
| | 3. | Relationship | Phone |

Questions please contact David Flatt at Nevada PTA office 702-258-7885 or 702-203-3698
 All applications must be submitted to the Nevada PTA office before December 15, 2008
 We thank you for your interest in Nevada PTA and Nevada's Children

SIGNATURE OF AGREEMENT & Checklist

**SUBMISSION FORM MUST BE
POSTMARKED, FAX DATED, OR E-MAILED
ON OR BEFORE December 15, 2008**

Your
Name: _____

The Mission of the PTA

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

The Purposes of the PTA

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Signature of Agreement—your signature acknowledges you have reviewed and agree with National PTA's mission and purposes and you are currently a PTA member.

Signature: _____

Date Signed: _____

Application Form Checklist

Required Documents:

- Signature of Agreement Form
- Letter of Interest Form
- Application
- Resume or bio, listing past PTA experience, on one-side of an 8-1/2 x 11 sheet of paper (single-spaced) submitted in no smaller than 12-point type.
- One-page narrative sharing your reasons for wishing to be considered for the position(s) you have indicated as well as the skills and expertise you would bring to Nevada PTA. If you are a member of the Board of Managers, please list your accomplishments. Please place narrative on one-side of an 8-1/2 x 11 sheet of paper (single-spaced) submitted in no smaller than 12-point type.
- Three References

Optional (check if enclosed):

- Photo

Please sign and submit the above materials **postmarked, facsimile dated, or e-mailed on or before December 15, 2008**, to the attention of, Nominating Committee Chairman, Nevada PTA, 6134 West Charleston Blvd., Las Vegas NV 89146-1127. Materials may be submitted via email by sending to nv_office@pta.org or faxing to (702) 258-7836.

Nevada PTA will acknowledge receipt of all Letters of Interest via email or regular mail.

