



ELIGIBILITY FOR NOMINATION

(The nomination process runs from August 1st through November 1st of even numbered years)

Each officer must be a member of a local PTA unit within the state of Iowa. The consent of the recommended candidate must have been secured. The president of the Iowa PTA may serve only one 2-year term as president. Other officers may serve no more than two (2) consecutive terms in the same office.

EXPECTATIONS OF ALL OFFICERS

All officers are expected to:

1. Have a commitment to children and youth, to the Objects of PTA, and to the Iowa PTA.
2. Attend Board of Managers meetings, usually four (4) times a year, including Convention Board Meeting.
3. Attend Executive Committee Meetings, no more than four (4) times a year.
4. Attend the Iowa PTA annual state convention (carrying leadership responsibilities as requested).
5. Accept assignments to represent the Iowa PTA with local units as requested and possible.

BRIEF JOB DESCRIPTION FOR INDIVIDUAL OFFICES (For a full description, see Article IX of the Iowa PTA State Bylaws)

President	Be the chief executive officer of the organization. Subject to the powers vested in the Board of Managers and the Executive Committee. Shall have general charge and supervision of the business affairs of the organization. (Section 1)
First Vice President	Work closely with the president and it shall be the responsibility of the first vice president to become knowledgeable about PTA policies, procedures, and programs and to perform the duties of the president in the absence or inability of that officer to serve. (Section 2)
Vice Presidents	Act as aides to the president. Each vice president will serve as liaison to standing committees related to their positions as appointed by the president and approved by the Executive Committee. (Section 3)
Secretary-Treasurer	Record the minutes of the meetings of the Iowa PTA, the Board of Managers and the Executive Committee and submit the minutes of these meetings within ten (10) days following the close of said meetings to the Iowa PTA office to be sent to the Board of Managers. Have a general knowledge of budgeting, financial management, financial statements and investment instruments, so as to be a resource person to the Iowa PTA on financial matters. (Section 4)

(Nomination form follows)

RECOMMENDATIONS FOR NOMINATION FOR THE IOWA PTA
(Please limit response to space available.)

Office(s) for which this nominee is recommended: _____

Name of recommended nominee: _____

Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail: _____

Presently a member of what PTA unit? _____

PTA experience (offices and committees in local unit/council, or state board): _____

Leadership qualities and experience (educational background, work experience, other organizations):

Special skills (e.g., bookkeeping, fundraising, communications skills, etc.): _____

Other information or comments you feel would be helpful: _____

Have you obtained the consent of the suggested nominee? _____ Yes _____ No

Your name: _____ Address: _____

City: _____ Zip: _____ Phone: _____

Return completed form to: Iowa PTA
Attn: Committee on Nominations
5619 N.W. 86th St., Suite 600
Johnston, IA 50131-2955
FAX (515) 327-5050

POSTMARK DATE NO LATER THAN November 1