

**VIRGINIA PTA
NOMINATION FORM**

**Nomination Packet
to be received by the
NLDC Committee
Chair by July 15,
2011.**

Name: _____

Address: _____

City: _____ ZIP: _____

Phone (Home): _____ (Cell): _____

E-Mail Address: _____

Best time and day to reach: _____

Current Employer: (If Applicable) _____

Work Title: _____ Work Email: _____

Company Address: _____

Signature of nominee: _____

(Your signature acknowledges you have reviewed and agree with the mission and purposes of the PTA and are currently a PTA member.)

Position seeking: _____

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

Please include the following:

1. A one-page narrative that includes a description of the skills and expertise you would bring to the Virginia PTA for the position for which you wish to be considered. Possible skills might include:

Administration/management	Legal	Strategic planning
Facilitation	Legislative	Technology
Financial expertise	Policy/bylaws	Training
Fundraising	PR/marketing/media	Working with diverse groups
Human resources	Public speaking	

2. Please include a PTA Resume that lists all of your PTA Experience and other Community Activities.

3. Include three (3) recommendations from PTA references, at least one (1) being a current board member, and one (1) recommendation from a community or professional. They should include information regarding your qualifications, skills, and attributes, as well as your capacity to serve in the position for which you have applied. Whenever possible, include both an e-mail address and **preferred** telephone numbers. **References may or may not be contacted. Please do not include members of the Nominations and Leadership Development Committee as references.**

4. Include one paragraph vision for the focus and scope of the position.

All materials must be received by the NLDC Committee Chair by July 15, 2011. **A separate packet must be submitted for each position for which you are applying.** You will receive an e-mail confirming receipt of your Nomination Packet. *Incomplete packets will be returned to the nominee before the Nominations and Leadership Development Committee meeting.*

Please mail to: **Brenda Sheridan**
VAPTA NLDC Chairperson
1027 Wilmer Ave
Richmond, VA 23227

Please submit the following materials in your Nomination Packet:

- Nomination form
- Three (3) References, as described above
- One-page narrative sharing your reasons for wishing to be considered for the position, as well as the skills and expertise you would bring to the position.
- One paragraph vision for the focus and scope of the position.
- PTA Resume

**** According to the Virginia PTA Board of Managers Standard Operating Procedures**

13. PROCEDURES

D. NOMINATION PROCEDURE FOR ELECTED OFFICER AND STANDING COMMITTEE CHAIR POSITIONS

1. A board member or past board member who has served on the board for a **minimum of one (1) term** and is interested in securing a nomination for an elected office of the Virginia PTA shall submit the official Nomination Packet to the Nominations and Leadership Development Committee by the deadline prescribed by the chair of the Nominations and Leadership Development Committee.
2. The official Nomination Packet shall require an interested eligible person to submit a nomination form with a PTA resume: **three (3) letters, either electronic or paper, of recommendation from PTA references, at least one (1) being a current board member; and one (1) recommendation from a community or professional reference.**
3. The nomination form will include the option to be considered for other elected officer or standing committee chair positions by the Nominations and Leadership Development Committee.

*(**Information about the duties and responsibilities of all of the Officers and Committee Chairs, from the Virginia PTA Bylaws and the Standard Operating Procedures were included in the memo attached to this nomination form.)*