



February, 2017

TO: MDPTA Board of Directors, MDPTA Committee Members, Council PTAs and Local PTAs
FROM: Nominating and Board Development Committee
RE: Call of Letters of Interest for Student Representatives

The Maryland PTA is seeking individuals for the following leadership position:

- Student Representatives (2)

Maryland PTA Bylaws Article XII, Section 1.a.4: A maximum of two (2) student representatives selected by the Nominating and Board Development Committee (NBDC) and approved by the Board of Directors to serve for a term of one (1) year. Students must be at least a junior in high school at the time of appointment and may not serve more than (2) consecutive terms.

PLEASE READ THE ENCLOSED MATERIALS CAREFULLY

Please forward this template to your local units, councils, PTA friends, and other qualified individuals. If you have questions, please email Nicole Alexander-Sedgwick at nominating@mdpta.org. This letter and template are available on the MDPTA website. All applicant information must be entered on this template and saved using the following naming convention: **MDPTA Letter of Interest for Student Representatives_ Your Name**. Edits will only be allowed in the spaces noted with "Click or tap here to enter text." The document will expand as data is entered, do not be concerned if sections overlap pages. If you have questions concerning the form send emails to nominating@mdpta.org, please do not contact the MDPTA office staff.

All materials must be emailed to the Nominating and Board Development Committee at nominating@mdpta.org by **11:59pm FRIDAY MAY 5, 2017**. You will receive an email confirming receipt of the materials.

Thank you for your interest in MDPTA leadership positions.

List of sections

1. Letter of Interest form
2. Candidate Resume form
3. Personal/Teacher References form
4. Questionnaire
5. Signature of Agreement and Submission form
6. Provisions for Service in the Maryland PTA Governance Structure
7. Maryland PTA Position Description

THIS TEMPLATE WILL SERVE AS THE LETTER OF INTEREST AND MUST BE **EMAILED** TO THE NOMINATING & BOARD DEVELOPMENT COMMITTEE AT nominating@mdpta.org. YOUR EMAILED DOCUMENTS MUST BE TIME-STAMPED ON OR BEFORE **11:59PM FRIDAY MAY 5, 2017**. NO OTHER FORMAT WILL BE ACCEPTED.

LETTER OF INTEREST FORM

Name Click or tap here to enter text.

Address Click or tap here to enter text.

City Click or tap here to enter text.

Zip Click or tap here to enter text.

Telephone Home Click or tap here to enter text.

Cell Click or tap here to enter text.

E-mail Click or tap here to enter text.

School Name Click or tap here to enter text.

Proficient in the following language(s) Click or tap here to enter text.

Self-identified Demographic Information

PTA values and appreciates diversity, which enriches and strengthens our association. We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

MDPTA Commitment to Diversity and Inclusion –In order to achieve our goal of a diverse and inclusive welcoming entity, MDPTA is seeking diversity of not only affiliation and experience, but ethnic, gender, age and regional diversity as well. While the questions below are **voluntary**, this information will aid MDPTA in ensuring diversity and inclusion within our state governance (Board of Directors, Officers, committees). Individual data will not be shared.

1. Gender

Click or tap here to enter text. Female

Click or tap here to enter text. Male

2. Ethnicity: (please select all that apply)

Click or tap here to enter text. Asian/Pacific Islander

Click or tap here to enter text. Black/African American

Click or tap here to enter text. Caucasian/White non-Hispanic

Click or tap here to enter text. Hispanic/Latino

Click or tap here to enter text. Native American

Click or tap here to enter text. Other (please specify) Click or tap here to enter text.

CANDIDATE RESUME FORM

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City, State, Zip: Click or tap here to enter text.

Telephone Numbers: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Preferred Method of Contact: Click or tap here to enter text.

Extra-Curricular Activities

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

PTA Involvement

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

Community Involvement

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

Honors and Awards *(optional)*

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

PERSONAL/TEACHER REFERENCES FORM

List three references that will be available and may be contacted by members of the nominating and board development committee 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 email address and **preferred** telephone numbers to aid in scheduling interviews. **Please do not include members of the nominating and board development committee as references.**

REFERENCE 1:

Relationship Click or tap here to enter text.

Name Click or tap here to enter text.

Phone Click or tap here to enter text.

Email Click or tap here to enter text.

REFERENCE 2:

Relationship Click or tap here to enter text.

Name Click or tap here to enter text.

Phone Click or tap here to enter text.

Email Click or tap here to enter text.

REFERENCE 3:

Relationship Click or tap here to enter text.

Name Click or tap here to enter text.

Phone Click or tap here to enter text.

Email Click or tap here to enter text.

QUESTIONNAIRE FORM

Describe your work with your as leader in PTA or other organizations. (100-word limit)

Click or tap here to enter text.

Tell us about your experiences working with a diverse group of people. (100-word limit)

Click or tap here to enter text.

Give at least one example of how you advocate. (100-word limit)

Click or tap here to enter text.

Describe a time when you anticipated potential problems and developed preventative measures. (100-word limit)

Click or tap here to enter text.

SIGNATURE OF AGREEMENT AND SUBMISSION FORM

PTA Vision

Every child's potential is a reality.

PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

PTA Strategic Initiatives

1. We will implement a focused, research based, public policy and advocacy plan
2. We will grow and steward our resources
3. We will enhance the internal and external awareness of the association
4. We will enhance organizational efficiency and effectiveness
5. We will recruit, train, and support effective leaders
6. We will diversify our membership, and engage and serve communities

The Purposes of the PTA

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding

Signature of Agreement. Your signature acknowledges that you have reviewed and agree with PTA's vision, mission, values, strategic initiatives, and purposes and you are currently a PTA member.

I am a member of (local unit name & ID): Click or tap here to enter text.

City: Click or tap here to enter text.

Electronic Signature: Click or tap here to enter text.

PROVISIONS FOR SERVICE IN THE MARYLAND PTA GOVERNANCE STRUCTURE

From Article XII Section 1.a.4. - State Board of Directors

A maximum of two (2) student representatives selected by the Nominating and Board Development Committee (NBDC) and approved by the Board of Directors to serve for a term of one (1) year. Students must be at least a junior in high school at the time of appointment and may not serve more than (2) consecutive terms.

POSITION DESCRIPTION

Position Overview:

The Student Representative is a member of the Board of Directors contributing to all meetings and decisions as all other Board members.

Duties of the Student Representative

- Sharing student perspectives with adults who work on behalf of young people
- Attend all Board of Directors meetings, unless excused by the president.
- Prepare written reports for presentation at board of directors meetings ten (10) days prior to each meeting.
- Providing student views on current issues and concerns
- Accepting commission and committee assignments (e.g., writing articles, helping to prepare materials) and following through in a timely manner
- Helping other young people to understand the operation and the structure of a large, statewide, nonprofit association; and
- Informing students at the unit level of the goals and activities of the Maryland PTA

Student Attendance/Participation

The Maryland State PTA Board of Directors meets four (4) times a year during each calendar year at times determined by the executive committee. Due to hotel and conference availability, the days of the week sometimes vary. The Student Representative could be asked to attend additional meetings outside of the Board of Directors meetings in conjunction with committees/task forces involvement. The Student Representative is expected to attend all meetings to which you are assigned. Student Representatives under the age of 18 must be in the care of a parent or legal guardian during any overnight stay when participating in Board meetings requiring an overnight stay.