Information and Instructions - Application Submissions for PTA Council for Prince George’s Co. (PTACPGCo.) Officer Elections

The following positions will be elected – President, Vice President, Secretary and Treasurer – all candidates will be notified no later than February 19, 2020.

Per Maryland PTA Bylaws, Article VI, Section 14, Subsection B, the purpose of the Council PTA is to assist Maryland PTA outreach to local units by offering Maryland PTA authorized training, promoting programs and projects, assisting operations, and assisting in the formation of new units.

Eligibility for elected officer positions of the Council
At the time of application submission, the candidate will:
- Be a member of a local PTA unit that is compliant
- Have held an Executive Committee position of a local unit for one (1) year and the treasurer must have held the treasurer position for one (1) year
- Local unit must become a member of the Council upon the night of elections

Application Submission Dates and Deadlines
The application process will open on January 22 and close at 11:59 pm on February 7, 2020.

Application Process for those Running from the Floor
Should you decide to submit your application after the close date you will be allowed to submit a short application to run from the floor. Applications will be accepted from February 7 through February 13 and will close at 11:59 pm on February 13. Biographies are not required; however, you may bring copies the night of elections to share with attendees.

Eligible candidates will:
- Be a member of a local PTA unit that is compliant
- Have held an Executive Committee position of a local unit for one (1) year
- Local unit must become a member of the Council upon the night of elections

Additional Information
Applications must be completed in full, any applications submitted and not complete will not be considered. Candidates considered for positions will be contacted and an interview will be scheduled. All final candidates will be notified. Candidates running from the floor will be notified once vetted and local unit compliance is verified. Please be sure to submit a copy of
your membership card with your application. All applications should be submitted to ptaliation@mdpta.org.

For the position of Treasurer – please note that this position will require a background check and will be included in the process of reviewing applications for this position.
Nomination Form
PTA Council for Prince George’s Co. (PTACPGCo.)
Full Officer Nomination Application

Applicant Information
Name:
Cell Number:
E-mail:
School PTA/PTSA you are a member of (provide a copy of your membership card):

Position of Interest (please check one option)
_____ President  _____ Vice President
_____ Secretary  _____ Treasurer

Experience:
Please list officer positions held including the name of the school and PTA. For additional information please provide a separate sheet of paper with the additional information.

Officer Position:
School and PTA name:

Officer Position:
School and PTA name:

Officer Position:
School and PTA name:

Leadership Information:
Please provide a brief statement on the leadership characteristics and skills you will bring to the position you are applying for and how they will benefit the Council.
**References:**
Please provide three references for verification of your PTA participation. One reference should be an administrator or educator that you have worked with on a PTA/PTSA team. Please provide the following information below. If we can not verify your references, you will not be considered for the position.

1. **School Name:**
   - Reference Name:
   - Reference Cell #:
   - Reference E-mail:

2. **School Name:**
   - Reference Name:
   - Reference Cell #:
   - Reference E-mail:

3. **School Name:**
   - Reference Name:
   - Reference Cell #:
   - Reference E-mail:

4. **Administrator/Education Reference**
   - School Name:
   - Reference Name:
   - Reference E-mail:

**Biography and photo needed:** Please provide a high-resolution photo and a biography. The biography should be no more than 950 characters including spaces (equal to ½ page). Your photo and biography should be no more than one full page. *Biographies are subject to reduction.*

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**NOTIFICATION TO APPLICANTS:**

Applications must be received via e-mail at ptaliaison@mdpta.org by 11:59 pm on **Feb. 7** to be considered for any position. Applications for those running from the floor must be received by 11:59 pm on **February 13**. If you are considered for a position, you will be notified, and an interview will be scheduled.

You will be notified of the outcome of your nomination no later than **February 19, 2020**.
Duties of Officers

The president shall:

a. Preside at all meetings of this council PTA,
b. Serve as an ex-officio member of all committees except the nominating committee,
c. Coordinate the work of the officers and committees of this council PTA in order that the Purposes may be promoted,
d. Assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the Maryland PTA plan,
e. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or the executive committee, and
f. Review bank statements monthly with the treasurer.

The vice president(s) shall:

a. Act as an aide(s) to the president,
b. In designated order, perform the duties of the president in the president's absence or inability to serve, and
Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

The secretary shall:

a. Record the minutes of all meetings of the council PTA,
b. Be prepared to read the minutes of the previous meetings,
c. File all records,
d. Have a current copy of the bylaws,
e. Maintain a current membership list,
f. Notify committee chairs of their elections,
g. Conduct delegated correspondence, and
h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

The treasurer shall:

a. Have custody of the funds of this council PTA,
b. Maintain a full account of the funds of this council PTA,
c. Keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month,
d. Make disbursements as authorized by the president, board of directors or this council PTA in accordance with the budget adopted by this council PTA,
#e. Have checks or vouchers signed by two people-the treasurer and one other authorized officer,
f. Present a written financial statement at every meeting of the executive committee, the board of directors, the general membership and at other times when requested by the board of directors,
g. Present an annual report of the financial condition of the organization to the membership,
#h. Submit the books annually for a financial review,
#i. Report the findings of the annual financial review to the board of directors and submit a copy to Maryland PTA within 120 days of the close of the fiscal year,
j. Perform such other duties as may be provided for by these bylaws, prescribed by the
parliamentary authority, or directed by the president, the board of directors, or the executive committee,
k. Be responsible for preparing and filing all required tax forms and submitting copies within 30 days to Maryland PTA,
l. Submit a proposed annual budget to the board of directors and the general membership for approval, and
m. Review bank statements monthly with the president.