



# Alaska PTA Board of Managers Letter of Interest

<b>Name:</b>	<b>PTA/PTSA Unit:</b>
<b>Address:</b>	<b>City/State/Zip:</b>
<b>Email Address:</b>	<b>Phone Number:</b>

I wish to be considered for the following position(s):

- |  |  |
|--|--|
| <input type="checkbox"/> President-Elect<br><input type="checkbox"/> 1 <sup>st</sup> VP – Membership<br><input type="checkbox"/> 2 <sup>nd</sup> VP – Legislation<br><input type="checkbox"/> 3 <sup>rd</sup> VP – Programs<br><input type="checkbox"/> 4 <sup>th</sup> VP – Parental Engagement<br><input type="checkbox"/> Secretary<br><input type="checkbox"/> Treasurer | <u>Regional Vice President</u><br><input type="checkbox"/> Region 1 – Eagle River Area<br><input type="checkbox"/> Region 2 – Fairbanks<br><input type="checkbox"/> Region 3 – Mat/Su<br><input type="checkbox"/> Region 4 – South Anchorage<br><input type="checkbox"/> Region 5 – Cordova/Kodiak/Kenai/Southwest<br><input type="checkbox"/> Region 6 – Southeast<br><input type="checkbox"/> Region 8 – North Anchorage<br><input type="checkbox"/> Region 9 – West Anchorage |
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Please include a one-page narrative giving a description of the skills and expertise you bring to the Alaska PTA for the position(s) for which you wish to be considered.

What are your special PTA/PTSA areas of interest or concern?

Please list two references, other than members of the Nominating Committee, who may be contacted regarding your qualifications, skills, and attributes.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

I consent to have my name placed in nomination for the above-mentioned position(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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# Alaska PTA Committee Member/Chair Letter of Interest

<b>Name:</b>	<b>PTA/PTSA Unit:</b>
<b>Address:</b>	<b>City/State/Zip:</b>
<b>Email Address:</b>	<b>Phone Number:</b>

Committee on the Alaska PTA Board I am interested in: \_\_\_\_\_  
 Committee on the Alaska PTA Board I am interested in chairing: \_\_\_\_\_

<input type="checkbox"/> Advocacy Committee	<input type="checkbox"/> Bylaws Committee	<input type="checkbox"/> Convention Committee
<input type="checkbox"/> Diversity Committee	<input type="checkbox"/> Election Committee	<input type="checkbox"/> Budget Committee
<input type="checkbox"/> Awards Committee	<input type="checkbox"/> Nominations Committee	<input type="checkbox"/> Reflections Committee
<input type="checkbox"/> Office Committee	<input type="checkbox"/> Ways & Means Committee	<input type="checkbox"/> Health & Wellness Committee
<input type="checkbox"/> Membership Committee	<input type="checkbox"/> Parental Engagement Committee	
<input type="checkbox"/> Alaska Land Trust & Historical Preservation Committee		

Explain your personal strength and abilities.

What are your special PTA/PTSA areas of interest or concern?

Three areas of concern for the Alaska PTA are:

- 1) Increasing its effectiveness in advocacy for children; and
- 2) Expanding and enhancing programs and service to PTA leasers; and
- 3) Increasing and retaining membership.

How would you help us to accomplish these goals?

Please list two references, other than members of the Nominating Committee, who may be contacted regarding your qualifications, skills, and attributes.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

I consent to have my name placed in nomination for the above-mentioned position(s).

\_\_\_\_\_  
 Signature Date

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# Alaska PTA Board of Managers Job Descriptions

**Note: Expect two to five hours per week to complete Alaska PTA work.**

There are several positions open on the Alaska PTA Board of Managers. They involve openings on:

- Executive Committee;
- Region Vice Presidents;
- Standing Committee;
- Special Committee

There is something for everyone!!

This is an opportunity for you to develop new talents or strengthen old ones. You will have the opportunity to network with leaders and members throughout Alaska in teleconferences, and face-to-face meetings. Gain insights that will help you in your own community and obtain a bigger picture of how the Alaska PTA enhances all of Alaska as well. It is a great opportunity to serve and have fun!

## **A brief explanation of Job Descriptions**

### The President-Elect shall:

- Perform the duties of President in case of the absence or inability of the President;
- Assist the President;
- Encourage leadership training programs increasing communication with others;
- Implement resource materials that promote growth and development of effective leadership at every level of PTA, provide training, help and support to the Regional Vice Presidents and council presidents;
- Oversee the work of all committees.

### First Vice President for Membership shall:

- Promote and coordinate the state membership program;
- Give a membership report at each Board of Managers Meeting;
- Complete the National PTA State Membership Report on a monthly basis;
- Take actions to notify units of good standing according to procedures outlined in the standing rules;
- Arrange for membership awards and present awards and distribute certificates and prizes to those not in attendance;
- Conduct membership workshops at the Alaska PTA Convention and as needed.

### Second Vice President for Legislation shall:

- Promote and coordinate the state legislative program, including coordination of testimony by board members and other PTA members;
- Coordinate the national member-to-member network and keep local units and board members abreast of developments on national issues;
- Prepare a legislative report for the Alaska PTA Convention;

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- Coordinate legislative speakers and workshops at the Alaska PTA Convention and Alaska PTA Legislative Issues Conference;
- Attend the National PTA Legislative Conference.

Third Vice President for Programs shall:

- Promote PTA programs at the Alaska PTA Convention and coordinate programs workshops;
- Be responsible for the Alaska PTA awards program;
- Edit the Program Handbook annually for publication and distribution to local units;
- Arrange for review of study grant applications and selection of the recipients.

Fourth Vice President for Parental Engagement shall:

- Plans and organizes family engagement outreach, programs and activities for Alaska PTA;
- Publicizes family engagement activities and events using newsletters, website, social media and backpack express;
- Works with committee and other chairmen.

Treasurer shall:

- Have custody of the funds;
- Prepare a financial report for each Board of Managers' Meetings;
- Have a basic understanding of bookkeeping and accounting procedures;
- Serve as chairperson of the Budget Committee.

Secretary Shall:

- Record minutes of the Alaska PTA Convention, Board of Managers Meetings, Executive Committee Meetings, and special meetings;
- Type minutes, attaching all reports and such other materials as necessary and distribute to the Board of Managers within one (1) month of the meeting;
- Notify new Board Members of their election;
- Notify Board Members in writing of their pending removal from the Board as directed by the President.

Regional Vice Presidents shall:

- Build leadership to strengthen PTA Programs;
- Stimulate growth in PTA membership and participation;
- Assist in the establishment and support of new units;
- To advise and assist local unit Presidents of required financial reports and resources available to help them improve their administrative efficiency;
- Assist local units in preparing Bylaws for approval if requested;
- Act as a liaison between the local unit and Alaska PTA;
- Provide assistance in the resolution of conflict within and between local units if requested;
- Contact each unit within your region.

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## Alaska PTA Committee Member Job Descriptions

**Note: Expect five to ten hours per week to complete Alaska PTA work.**

This is an opportunity for you to develop new talents or strengthen old ones. You will have the opportunity to network with leaders and members throughout Alaska in teleconferences, and face-to-face meetings. Gain insights that will help you in your own community and obtain a bigger picture of how the State PTA enhances all of Alaska as well. It is a great opportunity to serve and have fun!

### Advocacy Chairperson and Committee shall:

- Assist the Vice President for Legislation in promoting the Alaska PTA advocacy efforts;
- Identify statewide education issues;
- Recommend positions on education issues and develop position statements;
- Testify on education issues as requested;
- Develop articles for the newsletter or informational brochures to inform parents about educational concerns.

### Convention Chairperson and Committee shall:

- Work with the Board of Managers to plan and execute the Alaska PTA Annual Convention.

### Diversity Chairperson and Committee shall:

- Identify and research statewide Diversity issues;
- Recommend positions on diversity issues and develop position statements and work with other committees as needed;
- Work with the Parental Engagement Committee to develop and create programs that will allow both committees to come together and forward the mission of the Association;
- Work with local units to develop minority leaders.

### Health & Wellness Chairperson and Committee shall:

- Identifies and researches statewide health and safety issues;
- Promote PTA awareness of action regarding children's health and safety needs;
- Keep abreast of trends affecting health and safety issues, including pending legislation and attend related seminars and conferences;
- Oversee the maintenance of a resource file in the Alaska PTA office and encourage its use;
- Submit a committee report to the Board of Managers at each meeting.

### Alaska Land Trust and Historical Preservation Chairperson and Committee shall:

- Works to educate on the history of the public school land trust;
- Serve as a representative of the original beneficiaries of the Alaska Public School Land Trust;
- Works to preserve the history of Alaska PTA to pass on to the future leaders.

### Nominations Chairperson and Committee shall:

- Select at least one nominee for each office to be filled at the Convention of the Alaska PTA;

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- Present to the Board of Managers nominations for offices in which vacancies occur during the term of office of the committee.

Office & Technology Chairperson and Committee shall:

- Be responsible for recommending policy regarding the office and the employee(s), and for technology needs and requirements for the Association;
- Be responsible for assessing and recommending changes to the technology involved in the work of the association to include: hardware, software, training, webpage design, webpage updates, and new uses of technology.

Parent Engagement Chairperson and Committee shall:

- Administer and coordinate Parent Engagement Programs in Alaska PTA at the direction of the Vice President of Parent Engagement.

Reflections Program Chairperson and Committee shall:

- Edit the Reflections Handbook for annual distribution to the units;
- Arrange for the state judges;
- Order all ribbons;
- Compile forms to be sent to National PTA;
- Mail winning entries to National PTA;
- Notify unit Presidents of winners;
- Arrange the Reflections display at the Alaska PTA Convention;
- Present Reflections workshops;
- Submit a committee report to the Board of Managers at each meeting.

Ways and Means Chairperson and Committee shall:

- Be an advisor to the Budget Committee;
- Develop an annual Plan of Work which includes a fundraising plan;
- Be responsible for obtaining donated funds (other than Membership Dues), materials or services to assist members of Alaska PTA in carrying out their official duties;
- Bring to the attention of the Alaska PTA Board of Managers such funds for appropriate documentation and recognition of donors.

Awards Chairperson and Committee shall:

- Review and select award recipients, with the help of the Vice President of Programs.

Budget Chairperson and Committee shall:

- Prepare a proposed draft of the annual budget (The draft shall be completed by the Annual Meeting of each year);
- To the extent possible, this draft shall take into consideration of any directives or plans submitted by the Board of Managers or other officers and committees of the Alaska PTA and shall project expenses to accomplish these activities in a reasonable and economic manner.

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