



## **Standing Rules**

**Idaho PTA  
Board of Directors**

**April 2023**



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## **I. FOREWORD**

These Standing Rules shall serve as a directive for the Board of Directors of the Idaho Congress of Parents and Teachers, Inc. and should be carefully studied by each member of the Board. They may be suspended at any Board meeting by a majority vote or they may be amended or rescinded by a two-thirds vote. Any change shall not be in conflict with State and National Association Bylaws.

## **II. STRUCTURE**

### **1. NATIONAL CONGRESS OF PARENTS AND TEACHERS**

The National PTA is an educational volunteer organization with fifty-four branches in all states of the union, the District of Columbia, the European Congress of American Parents, Teachers and Students and the Pacific Congress of American Parents, Teachers and Students, Inc. The National PTA consists of the individual members of the local PTA units in state branches and of local PTA units in unorganized areas. The National PTA is governed between national conventions by the National Board of Directors. All specific services of the National PTA are available to Idaho.

### **2. THE IDAHO CONGRESS OF PARENTS AND TEACHERS**

Idaho PTA consists of the individual members, who have paid their dues, as provided in Idaho PTA bylaws. Income to support Idaho PTA is derived primarily from dues of the membership.

The Idaho PTA is governed between State Conventions by the Board of Directors and in emergencies or specific occasions by the Executive Committee.

The essential function of Idaho PTA is to act as a central coordinating agency for PTA works throughout Idaho. It provides a clearinghouse for PTA information through the Idaho PTA office. It encourages membership retention and growth; trains volunteer personnel; pursues statewide art, health and safety, and parent involvement programs; and monitors legislative issues to help ensure the adequate passage of laws for the care and protection of children and youth in Idaho.

Annual events include the following: Idaho PTA Convention, Regional Conferences, Advocacy Conference, Legislative Day, and summer Board of Directors Leadership Training.

### **3. IDAHO PTA REGIONS**

The Idaho PTA Board of Directors determines the existence and boundaries of any Regions of the Idaho PTA to better serve the local units. (See Appendix A-1.) Proposed change shall be approved by the Board of Directors. Once approved, the units affected shall be notified of the change.

### III. GOVERNING BODY

The Idaho PTA Bylaws, in harmony with National PTA bylaws and policies, provide for transaction of business by four governing bodies:

- Idaho PTA Convention
- Advocacy Conference
- The Board of Directors
- The Executive Committee

#### 1. ANNUAL STATE CONVENTION

The annual convention shall be a governing body of the Idaho PTA. The voting power of the Convention is vested in the Voting Delegates. The delegates may vote to elect officers, amend the Idaho PTA Bylaws, vote on proposed resolutions or position statements, or transact other business as authorized by the Bylaws.

#### 2. ANNUAL ADVOCACY CONFERENCE

The Advocacy Conference shall be a governing body of the Idaho PTA. The voting power of the conference is vested in the Voting Delegates. The delegates vote to determine the official legislative platform of the Idaho PTA. This may include voting on proposed resolutions and position statements.

#### 3. THE BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

In intervals between Convention and Advocacy Conference, the Board of Directors has authority over the affairs of Idaho PTA. In the intervals between Board of Directors meetings, the Executive Committee has authority over the affairs of Idaho PTA. Neither the Board nor the Executive Committee may modify any decisions made by the Convention or Advocacy Conference Governing Body.

#### 4. VOTING DELEGATES

The Voting Delegates of the Idaho PTA are as follow:

- a. Elected officers of the Idaho PTA Board of Directors
- b. Region Directors (or his/her alternate) and three (3) elected delegates from each Region.
- c. Local Unit Presidents (or his/her alternate) and one (1) delegate for every twenty-five (25) memberships or major portion thereof, as reported on February 15<sup>th</sup> of the current year.
- d. Every Local Units shall be entitled to at least one (1) delegate in addition to the President (or his/her alternate).
- e. Members of the Idaho Unit shall be represented by two (2) voting delegates for the first twenty-five (25) memberships attending Convention and one for every additional twenty-five (25) membership or major portion thereof attending Convention.

### IV. GENERAL POLICIES

**1. Meetings:** Call for regular meetings shall be sent by the President to each member of the Board at least twenty-one (21) days before the time of the meeting. A tentative agenda, prepared by the President and Secretary, shall be sent prior to the meeting.

**2. Reimbursements:** Members of the Board of Directors are reimbursed per diem for their attendance at Board of Directors meetings. Committee members are only reimbursed when their attendance is requested by the President of Idaho PTA. (See Section XV, Expenses)

**3. Minutes** shall be mailed or emailed to all Board members within thirty days following each meeting. Reading of the minutes may be dispensed with and corrections made from the printed copy. Absent members shall receive minutes and all materials distributed at Board meetings.

**4. Publications:** Any written material (newsletters, flyers, etc.) shall be released only upon authorization of the President.

**5. Elections:** Officers shall be elected on odd number years at the annual Convention. Qualifications for Board members must include previous PTA experience. The Nominating Committee prepares the slate of officers. Nominations can also be made from the floor. (See Article VIII, Section 3 and Article XIX, Convention rules).

**6. Vacancies:** The Board of Directors, by election, shall fill any vacancy occurring in any of the elected offices for the unexpired term. In the case of a vacancy in the Presidency, the President-elect shall serve as President until the next regularly scheduled election. Election to fill a vacancy shall require a majority vote of the members present at the meeting, if at least ten days notice has been given that the election is part of the agenda. If such notice is not given, a two-thirds vote of the members of the Board present is required. A mail or email ballot may be taken when the President deems it necessary to fill a vacancy between regular meetings of the Board.

**7. Resignations:** Resignations shall be submitted to the President in writing. The resignation shall become effective on the date received or upon the date specified by the person resigning. The President shall write a letter of acceptance of the resignation.

**8. Violations Review:** An elected officer or Committee Chair unable or unwilling to fulfill their responsibilities shall be asked to resign by vote of the Executive Committee. The individual shall be notified in writing of such action. In the event there is no voluntary resignation, the Executive Committee shall vote on removal from office. A 2/3 vote of the members present is required. At least 10 days notice must be given that the Executive Committee intends this action.

## V. BOARD OF DIRECTORS

**Composition:** The Board of Directors shall consist of the elected officers and Regional Directors or their alternates.

### 1. RESPONSIBILITIES OF BOARD MEMBERS

- Be an Idaho PTA member in good standing
- Be familiar with governing documents such as the Idaho and National PTA Bylaws, Standing Rules, online Idaho Resource Manual, Regional Director's Handbook, etc.
- Be willing to live by the code of ethics for a governing body of an organization (See appendix A)
- Utilize training and information from National PTA and Idaho PTA to strengthen local units
- Serve as aide to the President, and perform all responsibilities assigned by the President
- Prepare and present training workshops as requested
- Be informed about state office procedures; observe all deadlines
- Be fiscally responsible to the organization
- Purposefully make contact with members/units regarding training, reminders, deadlines, updates, information, support, and/or ideas regarding your Board of Directors position at least 3 times a year through newsletters or through the President-Elect who will pass the information on to the Region Directors to pass on to members/units in their Regions.
- Prepare informative material when appropriate or when requested by the President for state bulletins, newsletters, packets, fall conferences, convention, etc.
- Participate in Board discussion and help decide business matters and policy

- Work on special committees when elected or appointed, and act at request of the President as an Idaho PTA representative at meetings of other organizations and agencies.
- Submit written and oral reports when requested, including a written report prior to each State Board Meeting documenting activities done on behalf of the Idaho PTA
- Deliver to successor, all publications, records and materials immediately on completion of term or resignation. If a successor is not named within 30 days, forward materials to the Idaho PTA office
- Promote the Idaho Life Merit Award and National PTA Life Membership Award
- Promote Founders Day
- Attend all Board meetings, arriving on schedule and remaining for all sessions
- Attend Advocacy Conference, Legislative Day, Annual Leadership Training, and State Convention
- Board members unable to attend shall notify the President and send an alternate who shall have voting privileges
- A one year personal absence shall be considered a resignation
- Recruit members to serve on all committees
- Recruit new advocates at every PTA event to help build Idaho PTA grassroots network
- Speak, conduct training sessions and workshops, and participate at local unit and Region meetings when requested.
- Represents Idaho PTA when presenting Prospective or New Unit presentations.

## 2. BOARD OF DIRECTOR'S MEETING AGENDA

The Idaho PTA Board of Director's shall hold a meeting in the summer, fall, winter, and spring of each year. The purposes of these meetings are to report, train, plan, and conduct the business of Idaho PTA.

The agenda for all meetings will include:

- Approve minutes of Board meeting
- Financial Report
- Report of interim appointments and vacancies filled by the President
- Fill any officer or committee chair vacancies
- Reports of any special committees and advisory personnel as requested to attend by the President
- Other business that may properly come before the Board
- Ongoing business from previous meetings

Additional agenda items for specific meetings will include:

Summer Leadership Training (June) (As newly elected Board of Director members do not officially take office until July 1, this meeting serves as a training and planning opportunity for current Board members and incoming Board members.)

- May approve Convention minutes
- Report Convention including: Evaluations Report (prepared by the Secretary), Convention Financial Report (prepared by the Treasurer), and a synopsis of what went well and ideas for improvements.
- Consider Bylaw and/or Standing Rule amendments
- Elect a Board Representative for the Budget and Finance Committee
- Leadership Training for Board members
- Set the dates for Advocacy Conference
- Appoint Advisory Personnel (see page 26 of this document)

Fall Board of Directors Meeting (Nov)

- May approve Convention minutes
- Approve Leadership Training minutes



- Report from each member of the Board of Directors to include PTA actions for May, June, July, August, September, and October.
- Elect a Nominating Committee on even numbered years. (see page 15 of this document)
- Report on Advocacy Conference and all resolutions and position statements being voted on.
- Review proposed legislative priorities. See Appendix A-4
- Review employment status of Office Manager

#### Winter Board of Directors Meeting (Feb)

- Report on Legislative Day
- Report on plans for upcoming convention
- Approval of upcoming annual convention registration fees
- Membership update broken down by Regions. This is prepared by the Office Manager and presented by the VP of Membership. Report on Prospective and New Units, and Units not in compliance.

#### Spring Board of Directors Meeting (April)

- Report from each member of the Board of Directors to include PTA actions for November, December, January, February, March, and April.
- President appoints Election Committee on even numbered years.
- Review Convention assignments
- Review Convention Program
- Review and adopt the annual budget to be presented to the Convention body.
- Set the date and city for convention two (2) years in advance.
- President presents the Convention Chair for the next year's Convention.
- Set date and tentative agenda for Board Summer Leadership Training
- Set dates for Regional Fall Conferences
- Determine delegates to attend National PTA Convention that summer
- Approve an accountant to review all accounts for the year end and review the 990 report.

## **VI. EXECUTIVE COMMITTEE**

### **1. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

In addition to the responsibilities of the Board of Directors, the Executive Committee shall:

- When necessary, perform the responsibilities of the Board between meetings of the Board; act in emergencies and transact business referred to it by the Board, provided that the action shall not conflict with positions already taken by the Board; adhere to all rules, policies, and procedures governing members of the Board
- Serve as a liaison between the Regions and the National PTA
- Attend Idaho PTA executive committee meetings
- Act as advisor and aide to the President
- Approve and set the salary of the Office Manager as recommended by the Office Management Committee
- Make and approve recommendations to fill vacant Committee Chairs. Once the nomination is approved by the Executive Committee, the President will appoint the Chair.
- If the Chair of a Committee becomes vacant, the member of the Executive Committee over that committee serves as Interim Chair
- Ensure committees are performing their responsibilities and communicate with them regularly
- Assist with Convention planning

## 2. EXECUTIVE COMMITTEE MONTHLY MEETING AGENDA

### FALL MEETINGS

- Approval of minutes of previous meeting
- Review Advocacy Conference planning and assist as needed.
- Review proposed legislative platform (see Appendix A-4)
- Fill any committee chair vacancies
- Review facility proposals and decide convention facility for annual convention 2 years out.
- Other business brought forth by the members of the Executive Committee.

### WINTER MEETINGS

- Approval of minutes of previous meeting
- Review Legislative Day Agenda
- Review Convention Planning
- Review Pre-Convention packet
- Fill any committee chair vacancies
- Other business brought forth by the members of the Executive Committee.

### PRE-CONVENTION MEETINGS

- Approval of minutes of previous meeting
- Set agenda for Leadership Training
- Review Convention Program
- Approve the convention theme for the next year's convention. Presented by next year's convention chair.
- Fill any committee chair vacancies
- Other business brought forth by the members of the Executive Committee

### SUMMER MEETINGS

- Approval of minutes of previous meeting
- Review advisory personnel annually prior to updating the Board of Directors Roster.
- Review Summer Board of Directors Leadership Training agenda
- Approve appointment of Parliamentarian
- Fill any committee chair vacancies
- Other business brought forth by the members of the Executive Committee

## VII. BOARD OF DIRECTORS JOB DESCRIPTIONS

The following positions are in accordance with the Idaho PTA Organizational Chart. See Appendix A-3

### 1. POSITION: PRESIDENT

**POSITION PURPOSE:** To oversee all business of the Idaho PTA.

**COMMITTEES:** Office Management Chair; Nominating Committee, Advisor; Executive Committee, Chair; EX-officio member of all Committees, except Nominating & Election Committee

#### RESPONSIBILITIES:

- With input from the Board, develop and maintain a strategic plan that is approved by the board and ensure it is being implemented
- Direct and approve all mailings sent out of the Idaho PTA office
- Prepare a written message for each issue of Idaho PTA newsletter
- Participate or send an alternate to Regional Conferences, etc., whenever possible

- Attend or name official representatives to participate in meetings of other organizations
- Coordinate and direct, with the Legislative Chair, all legislative activities
- Preside at all meetings of the Idaho PTA, of the Board, and the Executive Committee and perform all the responsibilities pertaining to the office
- Give special assignments to Board members, Consultants and Advisory Personnel.
- Serve as Chair of the Office Management Committee
- Prepare an agenda and send the call for all regular and special meetings of the Board of Directors
- Receive and accept resignations of members of the Board
- Supervise leadership training for Board members
- Perform the responsibilities outlined in the Idaho PTA Convention section of the Standing Rules
- Appoint Chairs to serve on standing and special committees
- Create and appoint special committees as necessary
- Appoint PTA members to represent the Idaho PTA on committees of affiliated organizations/ coalitions
- Appoint the Election Committee in election years
- Authorize disbursements by the Treasurer.
- Appoint a Parliamentarian each year
- With the help of the Office Manager, prepare and submit reports as required by the National PTA
- With the help of the Convention Chair, prepare and submit Idaho PTA Convention Report as required by National PTA
- Perform other such responsibilities as are required by the office

## 2. POSITION: PRESIDENT-ELECT

### REPORTS TO: PRESIDENT

**POSITION PURPOSE:** Develop leadership skills needed to assume the position of President. Develop the leadership skills of the Regional Directors and Regional Liaisons. Ensure that the Convention Chair has the resources needed to plan a successful convention.

**COMMITTEES:** Convention Management Committee, Chair; Office Management Committee, Member; Public Relations Committee, Chair; Leadership Development, Advisor; and Budget & Finance Committee Member.

### RESPONSIBILITIES:

- Perform the responsibilities of the President in his/her absence or inability to serve
- Learn the position of the President for a smooth transition at the changing of terms
- Maintains contact with the Regional Directors or liaisons and provide training and assistance for them
- Ensure Regional Directors or liaisons are performing their position responsibilities
- Serve as the Chair of the Convention Management Committee
- Oversee the Convention Chair
- Perform the responsibilities outlined in Idaho PTA Convention section of the Standing Rules
- Act as an advisor to the Convention committee, assist as necessary
- Serve as a member of the Office Management Committee and the Budget and Finance Committee
- Communicate with the President weekly or as needed to support and assist with the business and work of the Idaho PTA
- Serve as the Chair of the Public Relations/Marketing Committee
- Oversee the Leadership Development Chair and be an advisor to that Committee, assist as necessary, speak for the committee at Idaho PTA Board meetings

### 3. POSITION: VICE PRESIDENT OF MEMBERSHIP

#### REPORTS TO: PRESIDENT

**POSITION PURPOSE:** Increase membership in the PTA by working closely with the Region and Local Unit Membership Chairs. Promote membership in the PTA and the benefits of PTA to the general public.

**COMMITTEES:** Membership Committee, Chair; Community Outreach Committee, Advisor; State Extension Committee, Advisor

#### RESPONSIBILITIES:

- Chair the membership committee, see responsibilities of membership chair.
- Oversee the Community Outreach Chair and be an advisor to the Community Outreach Committee
- Oversee the State Extension Chair and be an advisor to the State Extension Committee
- Ensure the State Extension Chair works with the National PTA Field Service Representative to promote PTA to non PTA schools
- Track membership data and trends
- Provide membership reports to the Board of Directors
- Serve annually as the coordinator for the Idaho PTA Outstanding Educator Award. This consists of:
  - Updating any paperwork to send to local units promoting the award
  - Reviewing all applications received
  - Making recommendations of recipient to the Executive Committee
  - Notifying and inviting the winner to the annual State Convention
  - Purchasing and presenting the award to the recipient at the annual State Convention
- Edit and update the Membership section of the Idaho Resource Manual annually as needed. Information should include membership dues breakdown and member benefits.
- Work with the Office Manager and be responsible for the distribution and accounting for membership cards.
- Work with the Office Manager in keeping accurate records of membership numbers in Idaho.
- Provide training about membership card distribution policies and procedures.
- Submit articles for the newsletter about the procedures and policies associated with membership. Include deadlines, membership recruitment ideas, reminders of goals, reminders of membership awards, benefits of membership, etc.
- Fulfill duties outlined in the At-Risk Policy. (See Appendix A-5)

#### 4. POSITION: VICE PRESIDENT OF Advocacy

##### REPORTS TO: PRESIDENT

**POSITION PURPOSE:** Make known the PTA's position on legislative issues. Improve the skills of PTA members as advocates for children. Increase the awareness of PTA's advocacy efforts among the general public.

**COMMITTEES:** Legislative Committee, Chair; Education Policy Committee, Advisor.

- Establish a Legislative committee and serve as the committee Chair.
- Establish an Education Policy Committee and select a committee Chair
- Oversee the Education Policy committee Chair and be an advisor to the Education Policy Committee
- Select a member of the Legislative Committee to be the Idaho PTA's Federal Legislative Chair, with concurrence from the Idaho PTA President.
- Select a member of the Legislative Committee to be the Idaho PTA Legislative Representative, with concurrence from the Idaho PTA President.
- Prepare an action plan related to the potential spending required for Idaho PTA advocacy efforts
- Present to the executive committee, suggestions for the proposed legislative platform at the fall meeting (See Appendix A-4)
- Present suggestions to the Board for the proposed Legislative priorities (See Appendix A-4) at the fall meeting: (to be finalized after Advocacy Conference):
  - Study the resolutions and position statements as adopted by the delegates;
  - Study the legislative platforms of allied organizations, prior to formulating the Idaho PTA legislative priorities
  - Keep abreast of state and federal legislative policies and platforms that are before governmental bodies
  - Keep in mind Position Statements or Resolutions that may need to be adopted at Advocacy Conference
- Coordinate legislative activity (in harmony with the President) during the legislative session
- Be up-to-date on the Idaho PTA legislative priorities and positions and be able to lobby and speak on behalf of the Idaho PTA
- Coordinate, with the President and the legislative committee, PTA activities in an effort to secure passage of bills that fulfill the requirements of the Idaho PTA legislative platform. Report to the membership on the progress of bills
- Maintain Idaho PTA resolutions book, a copy of which is to be kept in the Idaho PTA office.
- Develop ways to increase the visibility of and further promote the Idaho PTA legislative priorities among Idaho PTA members and the general public
- Develop a network to communicate legislative news and information to units, Regions, the Idaho PTA Board of Directors and local PTA members
- Make contact with state legislators, city or town council members, state educational organizations and Idaho Department of Education in order to advocate for state legislative issues
- Oversee the planning and carrying out of the Idaho PTA Legislative Day
- Oversee the planning and carrying out of the Idaho PTA Advocacy Conference
- Coordinate with the Idaho PTA's Federal Legislative Chair to disseminate information on National PTA policies and legislative programs
- Coordinate with the Legislative Representative to ensure that Idaho PTA's positions are known by the Idaho Legislature through letters and/or representation at legislative sessions

- Update the document “Where We Stand” with any new resolutions and position statements as adopted.
- Attend the Legislative Conference and other legislative training sponsored by National PTA
- Attend or arrange for a designee to attend meetings, hearings or other events held by congressional or state committees, Boards, or coalitions regarding possible legislation pertaining to the mission and purposes of the PTA

## 5. POSITION: SECRETARY

### REPORTS TO: PRESIDENT

**POSITION PURPOSE:** Ensure that the records of the Idaho PTA are developed and maintained in accordance with the Bylaws and state and federal regulations. Ensure that the Idaho PTA has official bylaws for the organization and that they are in accordance with the National PTA Bylaws.

**COMMITTIES:** Bylaws Committee, Advisor; Historian, Advisor.

### RESPONSIBILITIES:

- Keep minutes of all meetings of the Board, Executive Committee, and Idaho PTA Convention
- Mail or email copies of minutes within 30 days as follows:
  - Idaho PTA Convention minutes to Board of Directors
  - Board of Directors meeting minutes to Board of Directors
  - Executive Committee meeting minutes to Executive Committee
- Conduct such correspondence of the Board and of the Executive Committee as they may direct
- Format an agenda for all meetings according to direction from the President
- Keep a current calendar of dates and coming events and Organization Business Plan spread sheet
- Bring to all meetings a copy of the Bylaws, Standing Rules, and minutes of Board and Executive meetings for the previous two years
- Compile a permanent record book that contains the approved minutes of all meetings during term of office. The record book is to be kept in the Idaho PTA office following conclusion of term
- Prepare, for the use of the presiding officer, a statement of unfinished business to come before the meeting
- Compile information and comments from the Convention Evaluation forms for the Board of Directors to be presented at Summer Board meeting and given to the next Local Convention Chair within sixty (60) days after convention
- Oversee the Bylaws Committee Chair and serve as an advisor to the Bylaws Committee.
- Form a committee for review and update of Idaho PTA Standing Rules as needed
- Oversee the Historian for the Idaho PTA and make sure that all responsibilities are fulfilled
- Present the proposed bylaw amendments to the Board of Directors at Fall Board meeting
- Provide proposed bylaws amendments to the Office Manager for inclusion in the Pre convention packet 65 days before convention
- Present proposed bylaws amendment for adoption at the annual convention
- Update Idaho PTA bylaws and Local Unit Uniform Bylaws following Idaho PTA Convention and submit them to the Idaho PTA office for inclusion in the Idaho Resource Manual
- Send a copy of the proposed bylaw amendments approved by Idaho PTA Board to the President of each local unit and Region at least 60 days prior to the Convention. They may be included in the Pre-Convention issue of Idaho’s Voice or posted on the website
- Send a copy of the proposed Standing Rules amendments to Idaho PTA office for inclusion in the Pre-Board meeting packet or by email

**6. POSITION: TREASURER****REPORTS TO:** PRESIDENT

**POSITION PURPOSE:** To manage the Idaho PTA financial accounts and financial records in accordance with the bylaws and state and federal regulations. Advise the board on financial issues. Develop additional revenue resources for the Idaho PTA.

**COMMITTEES:** Budget & Finance Committee, Chair; Financial Development Committee, Advisor; Office Management Committee, Member.

**RESPONSIBILITIES:**

- Develop annual budget with the Budget and Finance Committee, to be approved by Executive Committee, & monitor budget activity for possible amendments
- Track income & expenses as they relate to the approved budget
- Maintain financial files in an organized manner
- Prepare financial reports for every meeting and be prepared to answer questions regarding transactions
- Be familiar with the rules of the organization regarding financial matters
- Check accuracy of receipts & documentation submitted for payment
- Make payments of accounts payable upon receipt of supporting documentation
- Communicate with units and/or individuals regarding discrepancies in financial documents
- Deposit incoming receipts in a timely matter
- Process payroll & associated taxes
- Process state sales tax paperwork
- Arrange for annual financial review & assure all documentation is in order
- Provide training and information for local unit Treasurers
- Provide assistance to Office Manager when needed
- Serve as Chair for the Budget & Finance Committee
- Serve as advisor for Financial Development Committee
- Serve on the Office Management Committee
- Work with Region Directors to ensure local units file IRS form 990. Monitor local units for IRS form 990 compliance

**7. POSITION: REGION DIRECTOR****REPORTS TO:** President-elect

**POSITION PURPOSE:** A Region Director provides leadership, training, resources and information from Idaho PTA to the local units within their Region. The Region Director conveys any information from the local units concerning their needs and successes to Idaho PTA and carries information to the local units from the Idaho PTA Board of Directors.

**RESPONSIBILITIES:**

- Lead the activities of the Region Board and ensure the Board is functioning in accordance with applicable bylaws and standing rules
- Serve as a member of the Idaho PTA Board of Directors by fulfilling the responsibilities prescribed in the Idaho PTA Bylaws and Standing Rules
- Provide PTA field service to all parts of the region represented
- Function as a liaison between the local units and Executive Committee of the Idaho PTA
- Assist local units in fulfilling state and national responsibilities
- Hold an annual conference during the year to provide leadership development, disseminate state and national materials, present PTA programs and resources to local unit leadership within the Region
- Identify needs in the Region for support from the executive committee
- Communicates important deadlines such as Reflections deadlines, membership deadlines etc. in a timely manner to local units
- Ensure local units participating in Reflections are in good standing

- Communicates and promotes important Idaho PTA events and information to the local units
- Ensures local units submit an updated Board list to Idaho PTA office immediately following elections and no later than June 1<sup>st</sup>
- Ensure local units submit Volunteer Service Report by September 15<sup>th</sup>
- Ensure local units submit insurance premium by November 15<sup>th</sup>
- Ensure local units remit first installment of membership dues by November 15<sup>th</sup>
- Ensure local units have current standing rules.
- Ensure local units file 990 by the 15<sup>th</sup> of the 5<sup>th</sup> month after the close of the Local PTA Units fiscal year--November 15<sup>th</sup> if fiscal year ends June 30<sup>th</sup>.
- Notifies Idaho PTA office immediately concerning any changes in local unit leadership
- Promote the PTA mission and objectives, and the purposes of the PTA
- Perform responsibilities as requested by the Idaho PTA President-elect
- Actively seek development of new units within the Region
- Verify the transfer of Idaho PTA materials between incoming/outgoing unit Presidents

#### **8. POSITION: REGION LIAISON**

**REPORTS TO:** President-elect

**POSITION PURPOSE:** The Region Liaison is an optional position established in a Region where no Region Director or Board exists. A Region Liaison assists Idaho PTA Executive Committee in disseminating information from Idaho PTA to the local units within their Region. The Region Liaison conveys any information from the local units concerning their needs and successes to Idaho PTA.

#### **RESPONSIBILITIES:**

- Function as a liaison between the local units and the Executive Committee of the Idaho PTA
- Assist the Executive Committee in providing PTA field service to all parts of the PTA Region
- Perform tasks as requested by the President-elect
- Assist local units to fulfill state and national responsibilities
- Assist the President-elect in arranging for Regional Conferences or unit visits during the year to disseminate state and national materials, provide Board training and present PTA programs and resources
- Identify needs in the Region for support from the executive committee
- Communicate important deadlines such as Reflections deadlines, membership deadlines, etc. in a timely matter to local units
- Communicates and promotes important Idaho PTA events and information to the local units
- Notifies Idaho PTA office immediately concerning any changes in local unit leadership

### **VIII. STANDING AND SPECIAL COMMITTEES JOB DESCRIPTIONS**

#### **GENERAL RESPONSIBILITIES:**

- **Election and organization:** See Idaho PTA Bylaws
- **Meetings:** Regular meetings of the Standing and Special Committees shall be held upon request of the Chair. Prior notice shall be given to the Idaho PTA President, Executive Committee advisor who oversees the Committee and Committee Members of the time and type (i.e., teleconference, email, etc.) of such meetings. Notice shall be given at least fourteen (14) days prior to the date of the meeting.
- **Vacancies:** The President shall appoint an individual to fill any Chair vacancies occurring between meetings, subject to Executive Committee approval



**COMMITTEE CHAIR RESPONSIBILITIES:**

- Study and adhere to all bylaws and standing rules governing members of the Board
- Study specific responsibilities pertaining to one's Chairmanship as outlined in the National PTA Resource Manual, Idaho PTA Standing Rules and Idaho PTA Resource Manual
- Develop a committee for your area of responsibility
- Attend meetings of the Idaho PTA Board of Directors as requested by the President, at which time the expenses will be paid per diem
- Prepare informational material, when appropriate or when requested, for state newsletter, packets, etc.
- Prepare a Plan of Work to be presented to the Executive Committee. Plan of work should include the following:
  - Proposed materials to be distributed at Fall Conferences
  - Description of any proposed mailings
  - Proposed special workshops or leadership training
  - Proposed special projects
  - Proposed legislation or resolution for consideration
  - Budget request including an estimate of all expenses involved in the above proposals
  - Propose informative material for state publications, Convention packets and unit or Region workshops
- Receive approval of the President before sending material directly to units or through the Idaho PTA office and always provide the Idaho PTA office with a copy for the files
- Upon approval or request of President, cooperate with allied organizations having common objectives. Attend meetings of such organizations that pertain to the Chairmanship, when directed by the President. Submit reports of these meetings to the appropriate Executive Committee advisor
- Coordinate activities with that of other Chairs. Be alert for programs, project ideas, and opportunities for publicity
- Be alert to the ongoing need for legislation or resolutions in your respective areas of interest and make recommendations to the Legislative Committee
- Provide updates for the online Idaho Resource Manual to pertinent sections. Updates should include:
  - Information to promote unit and Regional work for your committee
  - Any state award plans for units and Regions
  - Date deadlines
  - Calendar outline
  - Responsibilities of unit and region Chairs
- Communicate regularly with the executive Committee member the Standing Committee reports to
- Each Chair shall submit a written report of activities to the appropriate Executive Committee advisor prior to each Semi-annual Board of Directors meeting to be filed at the state office. Report should include:
  - An accounting of the Chair, as well as committee activities and expenses
  - Region service
  - Units visited
  - Attendance at allied organization meetings
  - Letters and materials distributed
  - Participation in special workshops and any other activities performed as an Idaho PTA representative.
  - Minutes of any committee meeting.

**1. NOMINATING COMMITTEE**

**COMPOSITION:** A Chair and four additional Board members (none of the additional four should be from the same region) shall be elected by the Board of Directors at the Fall Board meeting in the even numbered calendar years. A member shall be ineligible to serve two consecutive times on

this committee. The President is ineligible to serve on this committee. It is recommended that those planning to run for office not be elected to this committee.

**REPORTS TO:** Board of Directors

**PURPOSE:** To prepare a slate of elected officers for presentation and vote at State Convention and to refer potential individuals for other positions.

**RESPONSIBILITIES: CHAIR**

- Chair a committee meeting immediately following the Board meeting at which they were elected
- tabulate suggestions from the Board and send a copy to each committee member
- provide the list of nominees as proposed by the Nominating Committee to the Idaho PTA office at least sixty-five (65) days before the Convention. This list must be included in the pre-Convention packet
- The Chair shall read the report of the nominating committee at the first business session of the annual Convention, at which time additional nominations may be made from the floor (See Section XIX 13, Idaho PTA Proposed Convention Rules)

**RESPONSIBILITIES: COMMITTEE**

- Attend committee meeting following the Board meeting at which they were elected. In this meeting:
  - Review Article VIII in State Bylaws - “Officers-Elections and Vacancies”
  - Gather suggestions and leads from the Board of Directors for qualified people. Any PTA member or constituent organization may also submit suggestions for office. The committee is not required to nominate officers based on a consensus from Board recommendations. These are only suggestions of eligible and qualified persons that may be helpful to the committee
  - Set a plan of action and deadlines to complete the nominating process keeping in mind that the slate of nominees must be sent to the Idaho PTA office at least sixty-five (65) days before convention.
- After the deadline of gathering suggestions, reconvene as a committee via email, teleconference, etc., to reach a consensus on a slate of nominees. Only one candidate should be nominated for each office

**2. ELECTION COMMITTEE**

**COMPOSITION:** The Election Committee shall be composed of two Board members, who are not candidates, appointed by the President. The Bylaws Chair shall serve as Chair of this committee. In the event that the Bylaws Chair becomes a candidate, the President will appoint another Board member to take their place on this committee as Chair.

**REPORTS TO:** Board of Directors

**PURPOSE:** To run a ballot election at convention in the event of two names being nominated.

**RESPONSIBILITIES:**

- Be responsible for all arrangements for the election of officers at the Convention
- Select a committee of local people to assist this committee at the polls
- In the event there are additional nominations from the floor, the Committee shall provide for a polling place and staff such place during the designated hours. One Board member from the Election Committee and one assistant shall be at the polls at all times
- Make provision for printing ballots
- Observe the following procedures:
  - At the time of registration each qualified voter shall be given a delegate badge and voting card upon presentation of credentials and a current membership card
  - At time of voting, instruct voter to sign voting card in the presence of the person issuing the ballot. Voter will then be handed a ballot
  - Instruct voter to deposit folded ballot in the ballot box
  - Count the ballots following the close of the polls

- Election Committee Chair shall announce the election results to the Convention body, including the number of votes each candidate received
- Sign tellers report and submit to the President. (See Elections in National PTA Handbook and Tellers Reporting in Robert's Rules of Order, Revised.)The tellers report should include: Number of votes cast, Number of votes needed to elect, List the candidates in order of number of votes received, Number of votes received after each name, Number of illegal ballots such as ballots folded together—rejected ballots, or ballots for someone other than the candidates (no write in voting)—ineligible ballots, or voting was not clear (both candidates circled)—illegible ballots.

### 3. OFFICE MANAGEMENT COMMITTEE

**COMPOSITION:** The Office Management Committee shall consist of Idaho PTA President, who shall serve as chair, and the Budget & Finance Committee. The Office Manager shall serve as a consultant.

**REPORTS TO:** Board of Directors

**PURPOSE:** To ensure that the Idaho PTA office is managed in a professional and cost effective manner and meets the needs of the members of the Idaho PTA.

#### RESPONSIBILITIES: CHAIR

- Communicate Regularly with the Office Manager
- Communicate emerging issues with the committee members in a timely manner
- Hold Committee meetings at least two times a year and/or as needed

#### RESPONSIBILITIES: COMMITTEE

- Assist the President in supervising the business affairs and personnel of the Idaho PTA office. Study and make recommendations to the Executive Committee concerning the number of office employees hired, their responsibilities, salaries, and any procedure to facilitate the work involved
- Serve in an advisory capacity to the Office Manager
- Designate person or persons to work during the illness of the Office Manager and employ extra help when necessary. Idaho PTA Treasurer shall pay temporary or part-time office personnel from office funds
- Arrange for bonding of Idaho PTA Treasurer and any office personnel handling money.
- Be responsible for repair of office equipment and make recommendations to the Board in regard to replacement of equipment
- Review and make recommendations to the Board in regard to the Idaho PTA insurance program every three years (See Bylaws)
- Designate hours the office shall be open
- Recommend changes in the salary for the Office Manager to the Executive Committee

### 4. LEADERSHIP DEVELOPMENT COMMITTEE

**COMPOSITION:** Shall consist of a Chair appointed by the President and other members as needed.

**REPORTS TO:** President-elect

**PURPOSE:** Increase the leadership skills of the board of directors, region boards, local unit boards and the general member. Recognize achievements in leadership development.

#### RESPONSIBILITIES: CHAIR

- Establish a Leadership training program
- Oversee the development of training for all levels of leadership
- Present leadership awards at the annual State Convention
- Ensure that a Certificate of Appreciation will be presented to State Board Members when they retire from a Board position in recognition of services rendered
- Present Certificates of Appreciation to retiring members of the Idaho PTA Board of Directors at the annual convention.

**RESPONSIBILITIES: COMMITTEE**

- Develop leadership training for all levels of leadership
- Promote leadership training available from National PTA
- Become trainers and provide training to all levels of leadership
- Promote and update the Leadership Awards Program
- Encourage members to earn their certificate of achievements towards these awards
- Prepare awards to be presented at the annual State Convention
- Prepare Certificates of Appreciation to be presented at the annual convention to State Board Members when they retire from the Board of Directors in recognition of services rendered.
- Review how other state PTAs provide leadership training

**5. PUBLIC RELATIONS/MARKETING COMMITTEE**

**COMPOSITION:** The committee shall be composed of the Office Manager and other Idaho PTA members appointed by the President.

**REPORTS TO:** President

**PURPOSE:** To create written and electronic publications that will increase the awareness and knowledge of Idaho PTA. These publications should inform members, prospective members, and the general public about Idaho PTA programs, promote state events, provide training and information for leaders, and discuss the benefits of PTA and should always be presented in a manner consistent with the professionalism of the Idaho PTA.

**RESPONSIBILITIES: COMMITTEE**

- become knowledgeable of how to work with the various media in the state
- become knowledgeable about various electronic media and how they can be used to promote PTA
- Obtain the President's approval for all releases.
- Recruit committee members that have the knowledge and skills that will improve the committee and make it more effective.
- Update Idaho PTA brochures when necessary
- Promote the use of Idaho PTA and National PTA publications
- Create the Idaho PTA electronic newsletter, "Idaho's Voice".
- Maintain the Idaho PTA Website
- Maintain the Idaho PTA Facebook Accounts
- Maintain the Idaho PTA Twitter Accounts
- Make recommendations on additional publications needed
- Prepare and maintain a portable publication display for exhibit at Conventions, conferences, workshops and meetings of related organizations.
- Cooperate with all Committee Chairs requesting publicity.
- Publicize and promote PTA activities of National PTA, Local Unit events, and Idaho PTA Convention, Advocacy Conference and Regional Fall Conferences through the most effective methods.
- Provide training on public relations/marketing to State and Local Unit leaders.

**6. MEMBERSHIP COMMITTEE**

**COMPOSITION:** Shall consist of the Vice President of Membership as Chair, the membership chair from each Region (or the Region Director if there is no membership chair), the Chair of the Community Outreach Committee, the Chair of the Extension Committee, and other members as needed.

**REPORTS TO:** Board of Directors

**PURPOSE:** To promote and increase membership in the Idaho PTA and increase the number of local unit PTAs.

**RESPONSIBILITIES: CHAIR**

- Set membership growth goals in conjunction with the Membership Committee
- Work with Region Membership Chairs to ensure membership goals are being fulfilled.
- Send to units, Regions, and Board members special mailing of promotional materials prior to Membership Enrollment Month and date deadlines.
- Establish date deadlines and membership award plans
- Present membership awards at the annual State Convention
- Become knowledgeable about the Pheobe Apperson Hearst-National PTA Excellence in Education Partnership Award and determine its recipient with input from the Membership Committee.
- Communicate with other state PTA Membership Chairs to see 1) what they charge for membership fees, 2) how they handle membership card distribution, and 3) how they promote PTA membership in their states.

**RESPONSIBILITIES: COMMITTEE**

- Plan a PTA enrollment Month accompanied by all promotion and publicity.
- Assist the Chair in selecting the Pheobe Apperson Hearst-National PTA Excellence in Education Partnership Award recipient.
- Be aware of membership trends statewide and nationally.
- Work with the Extension Committee toward re-organizing dropped units and organizing new ones where and when possible.
- Work with the Community Outreach Committee to strive to welcome and involve all people in Idaho. Strive to have the membership of Idaho PTA reflect the population of Idaho.

**7. POSITION: COMMUNITY OUTREACH COMMITTEE**

**COMPOSITION:** The Community Outreach Committee will be composed of a Chair and other committee members as needed. The Vice President of Membership will be the Executive Advisor.

**REPORTS TO:** Vice President of Membership

**PURPOSE:** The Community Outreach Chair and committee are responsible for creating an environment in the PTA that includes all parents, teachers and students. This will be done through education, collaboration, outreach and attention to different cultural, generational and individual needs.

**RESPONSIBILITIES: CHAIR**

- Provide ideas to PTA units on how to be more inclusive
- Utilize resources available from the National PTA to promote and encourage involving all parents in PTA
- Provide resources on the Idaho PTA web site such as materials in Spanish, ideas for PTA activities, links to resources available from other organizations
- Create awareness of the issue of exclusivity through articles in the newsletter or mailings to leaders and members
- Will serve on the Membership Committee as a member

**RESPONSIBILITIES: COMMITTEE**

- Research resources available through National PTA or other organizations that could be used to increase participation in PTA by all parents
- Meets with school administrators, community leaders, and parent groups to promote inclusion of all parents
- Look for opportunities for PTA units to embrace diversity and help with event organization
- Oversee the planning and carrying out of assigned responsibilities
- Help local units share ideas on reaching out to all parents

## 8. STATE EXTENSION COMMITTEE

**COMPOSITION:** The State Extension Committee shall be composed of a Chair and other committee members as needed.

**REPORTS TO:** Vice President of Membership

**POSITION PURPOSE:** The State Extension Committee is responsible for establishing new units. They are responsible for the increase in membership through expansion and growth.

### RESPONSIBILITIES: CHAIR

- Support efforts by state leaders to identify, recruit, and create new local units
- Work with National PTA extension liaisons to develop individualized outreach plan for the state
- Serve as the main point of contact for all new unit requests, and ensure responses and follow-up to these requests is timely
- Facilitate and support new unit creation and chartering, and ensure that new units have the necessary tools to be successful
- Meets with school administrators, community leaders, and parent groups to determine their interest in establishing new units
- Clearly presents the advantages and benefits of having a PTA to the school, community, and/or parent group
- Works with school administrators, parents, and other community residents to establish new units
- Coordinates and directs the activities of the extension committee
- Maintains listing of all contacts made

### RESPONSIBILITIES: COMMITTEE

- Ensure responses and follow-up to new unit requests with in their region is timely
- For schools in their region, facilitate and support new unit creation and chartering, and ensure that new units have the necessary tools to be successful
- Meets with school administrators, community leaders, and parent groups in their region to determine their interest in establishing new units
- Mentors new units in their region
- Monitors the progress of new units and provides a quarterly report to the State Extension Chair
- Oversee the planning and carrying out of assigned responsibilities
- Update information contained in new unit presentations and prospective unit presentations and make available to Membership Committee, Outreach Committee, and the Board of Directors.
- Update the New Unit Packet and make certain a copy of it is available at the Idaho PTA office.

## 9. CULTURAL ARTS & REFLECTIONS COMMITTEE

**COMPOSITION:** Shall include a chair, the Cultural Arts & Reflections Chairs from each region and other members as needed.

**REPORTS TO:** President

**POSITION PURPOSE:** To promote the need for cultural arts and to encourage cultural arts in the schools. To encourage local units to participate in the Reflections program.

### RESPONSIBILITIES: CHAIR

- Oversee the Cultural Arts & Reflections Committee
- Communicate with Region and local Cultural Arts & Reflections Chairs as needed.
- Organize and oversee judging of Reflections entries at the state level.
- Submit Idaho PTA Reflections winners to National PTA for judging.
- Organize a Reflections Celebration for Convention.

- Update the Reflections section of the Idaho Resource Manual with pertinent information yearly.
- Inform the Idaho PTA Vice President of Legislation of pending legislation regarding children's cultural arts issues.
- Ensure Reflection entries are submitted from Local PTA units that are in good standing.

**RESPONSIBILITIES: COMMITTEE**

- Conduct a training session for unit Reflections & Cultural Arts Chairs at Regional Conferences or at Idaho PTA State Convention as requested by the Idaho PTA Executive Committee
- Collect Reflection Winners from each Region
- Arrange for judging of the Reflections entries in respective Region (Regional Chairs)
- Work with the Region Directors to hold Reflections Receptions in each Region to present awards
- Research grants that may assist the Idaho PTA in funding travel, training and awards for the Reflections Program

**10. POSITION: PARENT INVOLVEMENT COMMITTEE**

**COMPOSITION:** Consist of a chair and committee members from around the state (preferably at least one from each Region).

**REPORTS TO:** Vice President of Programs

**POSITION PURPOSE:** Promote to PTA members and the general public the importance of parent involvement in children's education. Provide tools to PTA's to help them increase parent involvement.

**RESPONSIBILITIES: CHAIR**

- Oversee the Parent Involvement Committee
- Inform the Idaho PTA VP of Legislation of pending legislation regarding parent involvement issues
- Update the Parent Involvement section of the Idaho Resource Manual with pertinent information yearly
- Research grants that may assist the Idaho PTA in funding travel, PR etc. for parent involvement presentations
- Prepare parent involvement information for the Idaho PTA website

**RESPONSIBILITIES: COMMITTEE**

- Stay informed about parent involvement information, updates, and training from National PTA via the National PTA website
- Conduct a training session for parent involvement at Regional Conferences or at State Convention as requested by the Idaho PTA Executive Committee
- Prepare parent involvement information for the Idaho PTA website

**11. HEALTH & SAFETY COMMITTEE**

**COMPOSITION:** Shall consist of a Chair appointed by the President and other members as needed.

**REPORTS TO:** Vice President of Programs

**PURPOSE:** To promote programs and projects relating to health and safety issues.

**RESPONSIBILITIES: CHAIR**

- Assign members of the committee to be the lead on specific areas of health and safety
- Oversee the development or promotion of health and safety programs
- Communicate with local unit health and safety Chairs as needed
- Be aware of the NPTA and Idaho PTA positions on health and safety issues regarding children)
- Inform the Idaho PTA Vice President of Legislation of pending legislation regarding children's health and safety issues

- Update the Health and Safety section of the Idaho Resource Manual and the Idaho PTA web site with pertinent information relevant to health and safety issues
- Attend meetings or arrange for Idaho PTA representation at forums, teleconferences, etc. pertinent to education issues
- Preside over members who have been appointed to serve on affiliated health and safety related committees and coalitions
- Communicate with the appointed affiliated committee members
- Attain a report from the affiliated committee members and distribute to the Board of Directors and other appointed affiliated committee members

**RESPONSIBILITIES: COMMITTEE**

- Develop and promote health and safety programs and projects
- Look for grants that may assist the Idaho PTA in educating parents about health and safety issues
- Coordinate with other organizations who are concerned with children's health and safety
- Conduct workshops at the State Convention and Regional Conferences as requested by the Executive Committee
- Serve as a representative for the Idaho PTA on assigned affiliated health and safety related committees and coalitions
- Represent the Idaho PTA in accordance with Idaho PTA and national platforms
- Provide a written report to the Health & Safety Chair following each meeting of the assigned committee and when the assigned committee takes any noteworthy actions

**12. LEGISLATIVE COMMITTEE**

**COMPOSITIONS:** Shall consist of the Vice President of Legislation, who shall serve as Chair, the Legislative Representative, Idaho PTA Federal Legislative Chair, the Education Policy Chair, and the Legislative Representative from each region and other members as needed.

**REPORTS TO:** Board of Directors

**PURPOSE:** To develop the Idaho PTA's message on legislative issues based on the legislative Platform. To train members to be advocates for their children and keep them informed of legislative issues.

**RESPONSIBILITIES: CHAIR**

- Maintain a State Resolutions Book to be kept in the Idaho PTA office
- Encourage local units to appoint a legislative Chair
- Coordinate with Idaho PTA Federal Legislative Chair to disseminate information on the National PTA policies and legislative program
- Review and approve all legislative testimony given and news releases issued on behalf of the Idaho PTA
- Update annually the "Where We Stand" Handbook

**RESPONSIBILITIES: LEGISLATIVE REPRESENTATIVE**

- Carry forth all responsibilities as designated by the Vice President for Legislation and the President
- Lobby for the passage of legislation relating to the legislative platform and the Legislative Policies of Idaho PTA
- Establish relationships with the Legislature
- Testify at hearings and on bills pertaining to a PTA position in coordination with Vice President of Legislation.
- Assist the Vice President of Legislation in keeping the PTA membership well informed on legislative matters



**RESPONSIBILITIES: FEDERAL LEGISLATIVE CHAIR**

- Carry forth all responsibilities as designated by the Vice President for Legislation and the President
- Be aware of the legislative priorities and positions of the National PTA and be prepared to speak effectively on the issues
- Provide information to members about federal legislative issues
- Coordinate the response to National PTA Action Alerts
- Provide state-specific information and resources in response to National PTA Action Alerts.
- Establish relationships with members of Congress and their staffs
- Assist Idaho PTA President and Vice President of Legislation in increasing the visibility of the PTA and in promoting PTA's legislative priorities, both among PTA members and the general public

**RESPONSIBILITIES: COMMITTEE**

- Study the Education Coalition positions as well as the legislative platforms of each of the allied organizations, prior to formulating the legislative platform
- Develop needed Resolutions or Position Statements to be voted on by the members of the Idaho PTA at Convention or at Advocacy Conference
- Review all Resolutions and Position Statements submitted by Units, Regions or committee members for sufficient supporting documentation prior to bringing them forward for a vote at Convention or Advocacy Conference
- Assist the Legislative Chair in disseminating the resolutions and/or position statements to the local units, Regions, and Board at least 30 days prior to a vote by membership
- Assist the Chair in preparing and suggesting information for the Legislative section of the Idaho Resource Manual
- Review and update annually the Legislative Priorities to ensure that they represent the current views of the PTA membership
- Review annually the previous years Resolutions, set out in the "Where Do We Stand" Handbook, to determine if they are to remain current or to be incorporated into the permanent Legislative Policies
- Plan and assist with Idaho PTA Legislative Day
- Plan and assist with Advocacy Conference

**13. EDUCATIONAL POLICY COMMITTEE**

**COMPOSITION:** Shall consist of a Chair appointed by the President and other members as needed.

**REPORTS TO:** Vice President of Legislation

**PURPOSE:** To represent the Idaho PTA on affiliated education policy related committees and coalitions.

**RESPONSIBILITIES: CHAIR**

- Shall be a member of the Idaho PTA legislative committee
- Shall track education and school issues through the Idaho Department of Education and State Board of Education
- Be the liaison between the above departments and the Idaho PTA
- Preside over members who have been appointed to serve on affiliated education committees and coalitions
- Communicate with the appointed affiliated committee members
- Attain a report from the affiliated committee members and distribute to the Board of Directors and other appointed affiliated committee members
- Communicate regularly with the VP of Legislation to keep abreast of current education issues
- Attend meetings or arrange for Idaho PTA representation at forums, teleconferences, etc. pertinent to education issues
- Communicate with local unit Legislative representatives as needed
- Be aware of the NPTA and Idaho PTA positions on educational issues

- Inform the Idaho PTA Vice President of Legislation of pending legislation related to education
- Update the Legislative section of the Idaho Resource Manual and the Idaho PTA web site with pertinent information relevant education issues

**RESPONSIBILITIES: COMMITTEE:**

- Coordinate with other organizations who are concerned with education
- Conduct workshops at the State Convention and Regional Conferences as requested by the Executive Committee
- Serve as a representative for the Idaho PTA on assigned affiliated education policy related committees and coalitions
- Represent the Idaho PTA in accordance with Idaho PTA and national platforms
- Provide a written report to the Education Policy Chair following each meeting of the assigned committee and when the assigned committee takes any noteworthy actions

**14. BYLAWS COMMITTEE**

**COMPOSITION:** The Bylaws Committee shall consist of three or five Idaho PTA members appointed by Idaho PTA Secretary. The Chair will be appointed by the President and shall count as one of the members. It is recommended that they be from different areas of the state. The Parliamentarian shall act as consultant.

**REPORTS TO:** Secretary

**PURPOSE:** To review and update State and Local Unit Uniform bylaws to better meet the needs of the members and the organization. To ensure the bylaws are in compliance with National PTA bylaws.

**RESPONSIBILITIES: CHAIR**

- Oversee the Bylaws Committee
- Send proposed amendments to the Idaho PTA Secretary for review, editing and presentation to the Board of Directors at the Fall Board meeting
- Stay informed of the National PTA Bylaws and make sure that we are in compliance with the National bylaws in our State bylaws
- Submit articles to the Idaho PTA newsletter explaining what bylaws are and addressing questions and requests
- Lend support and suggestions on bylaws and standing rules for all levels of the PTA organization
- Answer all questions concerning Idaho PTA bylaws in a timely matter
- Serve as Chair of the Elections Committee
- Conduct or arrange for training at PTA events when requested by Idaho PTA Executive Committee

**RESPONSIBILITIES: COMMITTEE**

- Study Idaho PTA Bylaws and Local Unit Uniform Bylaws and consider necessary changes
- Receive and review proposed amendments to the Bylaws from the National PTA and from members of Idaho PTA
- Proposed amendments must be sent to the Chair of the committee at least three weeks prior to the Fall Board meeting

**15. POSITION: HISTORIAN**

**REPORTS TO:** Secretary

**POSITION PURPOSE:** To preserve the history of Idaho PTA in written and pictorial format.

**RESPONSIBILITIES:**

- Preserve Idaho PTA history in a written and pictorial format
- Keep Idaho PTA history updated with news articles, brochures and informational items
- Prepare history for display at the Idaho PTA State Convention

- Be familiar with materials placed with the Idaho Historical Society for safe keeping and know procedures for accessing materials from the Idaho Historical Society

#### **16. BUDGET & FINANCE COMMITTEE**

**COMPOSITION:** This committee is composed of three members from the Idaho PTA Board of Directors, one of which is the Treasurer, who shall be the Chair, the President-elect and a third member elected by the Board at the Summer Board meeting at the beginning of each new administration. The Office Manager may serve as consultant.

**REPORTS TO:** Board of Directors

**PURPOSE:** To prepare the annual budget and review as necessary.

##### **RESPONSIBILITIES: CHAIR**

- Work with committee to prepare an annual budget
- Review budget and office expenditures
- Recommend adjustments in budget to Board of Directors and committees as the year progresses
- Receive, consider and refer to the President unusual requests for expenditures

##### **RESPONSIBILITIES: COMMITTEE**

- Prepare an annual budget to be submitted for vote to the Board for approval at the Pre-Convention State Board meeting. The budget shall then be reported to the Convention body.
- Review office and budget expenditures

#### **17. FINANCIAL DEVELOPMENT COMMITTEE:**

**COMPOSITION:** This shall be composed of a Chair, plus as many committee members as needed.

**REPORTS TO:** Treasurer

**PURPOSE:** This committee helps develop sources of income for the Idaho PTA. This includes Grants as well as income programs.

##### **RESPONSIBILITIES OF CHAIR:**

- Chair should review with the Treasurer and then submit all applications through Idaho PTA office
- Work in conjunction with the President, Treasurer and Office Manager toward the completion of grants
- Review any grants prior to submitting to Executive Committee for their approval for final submission
- When fundraising, programs are approved. Get the program started and train someone to facilitate it. Monitor the results of the program
- Communicate with the Treasurer and Executive Committee as to the financial needs of the Idaho PTA

##### **RESPONSIBILITIES: COMMITTEE**

- Research grant materials and other sources of income appropriate to Idaho PTA mission and purposes
- Develop fundraising programs for the Idaho PTA
- When assigned by the chair facilitate fundraising programs
- Provide information to local units about available grants through the Idaho's Voice and the Idaho PTA website

## IX. ADVISORY PERSONNEL

The Executive Committee may appoint advisory personnel during their summer meeting. Advisory personnel may include past Idaho PTA Board members, representatives of allied education associations and their departments, youth representatives and others. They may receive invitations to attend Conventions and Board meetings and may receive such materials as authorized by the President.

### POLICIES:

- Advisory personnel may enter into discussion, speak to motions and in other ways participate. They do not have voting privileges
- Advisory personnel may be consulted between meetings to provide information and material needed for the promotion of specific programs and projects of Idaho PTA
- Expenses for attendance at meetings shall not be allowed unless they are requested by the President to attend and perform a specific service and are not reimbursed by their representative organization

## X. PARLIAMENTARIAN

A Parliamentarian shall be appointed by the President annually. Expenses shall be paid as stated for Board members.

### RESPONSIBILITIES:

- Attend all meetings of the Board, Advocacy Conference, and State Convention
- Be available to the President for consultation concerning proper procedure, act in an advisory capacity interpreting rules on parliamentary procedure based on Robert's Rules of Order, Revised
- Be thoroughly familiar with the Idaho PTA Bylaws and Standing Rules

## XI. MEMORIALS

The Anna H. Hayes award was established as a tribute to a National President from Idaho. Funds for the award are accrued from monetary gifts donated by people who wish to memorialize deceased friends or relatives. Anna H. Hayes is an Idaho PTA Past President and a National PTA Past President.

One or more awards each year, depending upon money available in the Anna H. Hayes fund, are given to a graduating high school senior. Consideration is given among Idaho's four-year post secondary institutions. Recipients and manner in which the fund is to be dispensed is to be determined by the Education Policy Committee.

In the event that memorial donations are made to Idaho PTA, it is recommended that they be channeled into the Anna H. Hayes award fund. The manner in which the fund is dispensed shall be in keeping with the spirit of the Anna H. Hayes award - to further the education of young people.

## XII. IDAHO LIFE MERIT AWARD

An Idaho Life Merit Award is an honor and a living memorial to the recipient. It may be bestowed upon a person for meritorious and outstanding service to the PTA, communities, and schools on behalf of children and youth.

The purchase of an Idaho Life Merit Award is made through the Idaho PTA office and should be accompanied by a purchase form found on the Idaho PTA website, and in the Idaho Resource Manual, which requests the following information:

- Name and address of recipient
- Name of Donor
- Name and address to which the card is to be mailed
- Date of presentation

The Office Manager shall send the Honorary Life Merit Award card, signed by the President, and pin to the person designated on the purchase form.

The names of those holding Life Merit Awards shall be placed on permanent record in the Idaho PTA office and current awardees will be noted in the May state newsletter.

Life Membership is solely honorary and does not carry the right to vote or hold office in any division of the organization. The local unit may, as a courtesy, issue the Life Merit recipient a paid membership card each year, so long as it remits to Idaho PTA office each year Idaho PTA and national portion of the dues of that membership issued.

The Idaho PTA President, on behalf of Idaho PTA, may present an Idaho Life Merit Award to individuals in Idaho PTA and one to a National PTA guest in recognition of outstanding service performed in the interest of children and youth.

Funds received by Idaho PTA for purchase of Life Merit Awards shall go into field service after paying for card and pin.

### **XIII. MONETARY AWARDS**

Monies received by the Idaho PTA from an award given to an individual or by an individual is to be disbursed at the discretion of the Idaho PTA Board of Directors, taking into account the use suggested by the donor and/or individual.

### **XIV. EXPENSES**

Expense allowance for attendance at Board meetings and Conventions shall be paid according to the following rules unless designated otherwise by the President in the written call to the meetings.

#### **1. SCHEDULE OF PAYMENT FOR BOARD MEMBERS**

- Fifty cents (\$0.58) per mile shall be allowed drivers attending meetings called and/or authorized by the Board or Executive Committee. If travel is by air, mileage will be determined and whichever is less will be paid
- Exceptions to this allowance, for unusual circumstances, may be granted by the Budget & Finance Committee and approved by the President
- Forty dollars per diem for meals shall be allowed for each member attending meetings (\$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner) and lodging, when necessary to stay overnight. **EXCEPTION:** Mandatory and/or planned meals and lodging (two per room) at Board meetings and Convention will be master billed
- Funds required by committee chairs to facilitate their work may be allowed upon authorization from the Executive Committee. Chairmen should make a request for said amount to the Budget & Finance Committee who will review it and make a recommendation to the Executive Committee. The Executive Committee will then vote on the request

#### **2. STATE PRESIDENT EXPENSES**

- Postage allowed as necessary
- Itemized necessary telephone calls allowed
- Necessary expenses (Itemized on expense voucher) for attending National Convention and National meetings (not reimbursed by NPTA). Estimate may be submitted to the Treasurer in advance

- Expenses allowed for attending meetings of allied organizations if not covered by allied organizations

### 3. STATE PTA SUPPORT FOR REGION EXPENSES

- The Regional Director/Liaison or alternate shall attend State meetings as a State Board Member and shall submit expense vouchers to the State Office for reimbursement
- Region Board members may also be reimbursed for travel expenses associated with providing field service within the Region for travel more than 20 miles from the Board member's home. Such expenses must be approved by the Budget and Finance committee prior to the expenses being incurred
- Expenses for the day to day operation of the Region shall be paid for from Region funds earned by the Region
- A request for special Region activities may be submitted to the Budget and Finance Committee. The Committee will review and take to the Board for approval

### 4. ALLIED ORGANIZATION MEETINGS

Regular transportation and per diem expense (as for Board members) shall be allowed members representing the Idaho PTA at allied organization meetings, if not covered by allied organizations, upon authorization of the President.

### 5. LEGAL COUNSEL

In case of contracts to be drawn or legal matters to be decided, the President with the approval of the Board, is empowered to obtain necessary legal advice; fees to be paid from the general fund.

### 6. EXPENSE OF PAID PERSONNEL

- Any fee and/or expense within the approved budget shall be paid from the general fund
- The wages of the office staff as approved by the Executive Committee shall be paid from the general fund
- Expenses shall be allowed for the Office Manager as follows:
  - Convention, Advocacy Conference, Legislative Day and State Board Meetings - all expenses
  - At other times as assigned by Idaho PTA President, such as Regional Conferences, leadership training meetings, etc. as allowed for Board members

### 7. EXPENSE VOUCHERS

- All expense vouchers must be forwarded to the Idaho PTA office
- Receipts for all expenses must be attached to the expense voucher
- Reimbursement for allowed expenses will be made within 15 days following a meeting
- Expense vouchers will not be accepted more than thirty days after the expense

## XV. STATE OFFICE

The Office Manager shall be selected and the salary fixed by the Executive Committee.

### 1. RESPONSIBILITIES:

- Work under the direction of Idaho PTA President
- Serve as custodian of the Idaho PTA office and be responsible for its keys
- Observe regular office hours as designated by the Office Management Committee. Hours shall be listed in the Idaho PTA newsletter
- Shall have on file an up-to-date mailing list of all local units, Regions, Board of Directors, and Idaho Unit members
- To keep updated the Organizational Chart to be in accordance with Standing Rules & State Bylaws

- Oversee and work closely with the public relations/marketing committee, assist as necessary, speak for the committee at Idaho PTA Board meetings
- Ensure all articles are consistent with Idaho PTA policies.
- Oversee Website and it's development:
  - Look for funding of website
  - Present costs of domain and service to Executive Committee
- Process all daily correspondence promptly and record all money transactions.
- Order all PTA publications from National PTA, anticipating demand
- Request and put together all updates and new forms for the online Idaho Resource Manual. Send out to Region Directors by Regional Fall Conferences
- Review effective costs and files for Board of Directors teleconferencing
- Order PTA promotional items
- Keep a file of all state records, minutes, names of Board members and terms of office; State Bylaws, State Standing Rules, Local unit Uniform Bylaws, Charter documentation, a list of National Honorary Life Membership members, past state newsletters and such other pertinent material. NOTE: All materials on file shall not be destroyed without permission of the President and/or Office Management Committee
- Be responsible for a current list of Idaho Life Merit Recipients. Send Life Merit cards to person designated on purchase order forms if requested by the President
- Prepare material requested by Board members upon approval of the President
- Send out "How to Organize A New Unit" packet upon request
- Prepare all materials for packet mailings under the direction of the President
- Notify Vice President of Membership of all units that have not sent membership to the Idaho PTA office by November 20th
- Prepare and mail updated Board of Directors list to the National PTA office and update and keep current all records of Online Member Data Reporting
- Issue charters to all newly organized units
- Prepare and mail as necessary the formal reports to the National PTA
- E-Mail periodic membership reports to the State Board requested by the President
- Establish a filing or index system for all correspondence and reports for future reference and use
- Be in attendance at all regular Board meetings and at Executive Committee meetings at the request of the President
- Act on any committee in an advisory capacity at the request of the President
- Perform responsibilities outlined in Section XX in support of the Annual Convention
- Help set up and staff the registration at Advocacy Conference and Legislative Day
- Handle all Registration and receipts from members for Advocacy Conference and Legislative day

## 2. OFFICE POLICY PROCEDURE

- The Office Manager shall work ten (10) months. Office closure dates will be determined by the Office Management Committee
- The office hours will be set by the Office Management Committee and will be open a minimum of three days per week
- The office will be closed without pay on the following federal holidays: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas. The President and/or the Office Management Committee may grant additional time off without pay to the Office Manager
- Additional hours may be required or allowed as authorized by the President and Treasurer. If one of them is not available, or in the event of a split decision, then the President-elect will be contacted for authorization
- The Office Manager shall receive pay for one (1) day of sick or personal leave for each month of work. Leave is accruable to a total of twenty-two (22) days
- The Office Manager employment status shall be reviewed during the Fall Board of Directors meeting by the Board of Directors

- Perform responsibilities outlined in section XIX in support of the Annual Convention.

### **3. MAILING LIST:**

- The mailing list of local unit Presidents shall be available to Board members upon request and it shall be made available to any allied organization upon the approval of the President
- The Office Manager shall use the Online Member Data Reporting (OMDR) system to communicate current list of the local units, Regions, and Board to National PTA and to make membership dues payments.
- The Regional Directors shall receive a mailing list of the local unit Presidents in their respective Regions no later than July 1 Updated information will be provided on a regular basis

## **XVI. COOPERATION WITH OTHER ORGANIZATIONS AND AGENCIES POLICY**

- Idaho PTA shall comply with the National PTA bylaws and shall consider all National PTA guidance when entering into any agreement with other organizations or associations
- PTA cooperation shall be limited to organizations and agencies whose purpose and methods are consistent with Idaho PTA Mission Statement, Purposes and Legislative Resolutions
- The Executive Committee, with the approval of the Board of Directors, shall determine which groups the PTA will participate with and the extent of such cooperation
- The President shall appoint representatives to other organizations
- The Idaho PTA representative to other organizations shall be appointed following a change of administration or as needed
- Recommended lists of speakers and resource material from other organizations as prepared by state Chairs or committee members shall be submitted to the Executive Committee or President before being released in any manner
- Non-PTA printed material shall not be distributed or placed on sale at any meeting of any group in membership in Idaho PTA unless it has been first approved by the Executive Committee or by the President

## **XVII. POLICY CONCERNING LOCAL UNITS AND REGIONS**

### **1. ORGANIZING A LOCAL UNIT PTA**

The Extension Chair and Regional Directors shall work together to provide the needed information and training for those interested in starting a local unit. Details on how to establish a new unit are included in the New Unit Packet available in the Idaho PTA office.

### **2. LOCAL UNIT CHARTERS**

- The Idaho PTA Office Manager shall issue charters to local units when the following steps have been completed:
  - Dues for membership received in the Idaho PTA office
  - Officers list is received in the Idaho PTA office
  - Annual insurance premium received in the Idaho PTA office
- Charters are recalled when it is determined that an association is in violation of Idaho Local Unit Uniform Bylaws
- The Idaho PTA office may call in charters for change and re-issue when:
  - A name of a local unit is changed by vote
  - A local unit consolidates or merges with another unit
  - A local unit is in violation of Idaho Local Unit Uniform Bylaws, Idaho PTA Bylaws and/or National PTA Bylaws
- The Idaho PTA President shall sign charters



- Charters may be re-issued upon request of the local unit or when they are reported to the Idaho PTA office as lost
- A record of charters shall be kept on file in the Idaho PTA office

### **3. LOCAL UNIT UNIFORM BYLAWS**

- All local units will abide by the current revision of the Idaho Local Unit Uniform Bylaws
- A copy of the Idaho Local Unit Uniform Bylaws is included in the online Idaho Resource Manual

### **4. CO-OFFICERS**

The Idaho PTA is governed by Robert's Rules of Order, Revised (See Bylaws - Parliamentary Authority). According to this authority there is no provision for co-officers (A division of authority). Therefore, Standing Rules which make provisions for co-officers should designate specific responsibilities for each person, such as who presides, who conducts the meeting if the person presiding is not present, who is official delegate to Region Conference and State Convention, etc. The provision for having co-officers is not recommended by Idaho PTA.

### **5. PARENT TEACHER STUDENT ASSOCIATION**

It is recommended that PTSAs use the following rules as a guide concerning the membership and participation of students:

- All youth in at least the sixth grade or enrolled in a Middle School, Junior High or Senior High School shall be eligible for membership in a local unit.
- Student members shall pay membership dues to be granted membership privileges.
- Students may hold a Chairmanship position in the local PTA in which they hold membership. Offices that sign contracts or handle money require that you be eighteen years of age.
- Student members may attend the Idaho PTA State Convention with full membership privileges.

### **6. REFLECTIONS PROGRAM**

- If a student at a non-PTA/PTSA school wishes to participate in Reflections, this student or their guardian must join any local PTA/PTSA unit within the state with students in the same grade division with a Reflections program. To participate in the Reflections Program, that student, or their guardian, must be a member of a local PTA/PTSA unit in good standing within the State

### **7. POLICY CONCERNING REGIONS**

- Regional Directors shall receive all notices of meetings, packets of material, special mailings and publications as are sent to local units from the Idaho PTA office
- Regions do not pay dues to the National PTA but may collect dues from local units in regions

## **XVIII. STATE CONVENTION**

The Chair and Convention Committees shall work under the direct supervision of the State President-elect.

### **1. THEME:**

The Convention Chair shall determine the Convention theme, with approval of the Executive Committee at the summer meeting prior to Convention.

**2. EXPENSES:**

- All **APPROVED** convention expenses shall be met from registration, exhibitor and program ad fees, except in the case of services voluntarily offered by the local agencies of the convention city and the host Regions and the local units
- All convention monies collected become the property of the Idaho PTA
- Idaho PTA will reimburse, when given approved receipts, convention expenses. Receipts must be turned in within thirty (30) days from last day of convention or monies spent will be considered as a donation to Idaho PTA
- All expenses must be approved by the President-elect prior to purchase.
- The Convention Chair may be given an advance of \$200.00 upon approval of Idaho PTA President for use of those who need the money up front, with the understanding that an expense voucher with attached receipts will be turned in no later than the end of convention to account for the funds

**3. FEES:**

- Registration fees (including late fees and non-PTA member fees), deadlines, program ads fees and exhibitor fees are to be set by Idaho PTA Board of Directors at their Fall Board meeting for the following year's convention
- No registration fees will be charged to: current Idaho PTA Board members, Office Manager, past state Presidents and Idaho PTA Educator of the Year Award winner
- Convention committee Chairs, if their local unit will not cover their registration fee, will be charged for meals only
- The Convention Management Committee will determine whether to gift a meal to guest speakers on a case by case basis
- Travel expenses for special speakers and guests are to be approved by Convention Management Committee

**4. DATE AND CITY:**

The selection of the date and city shall be made by the Idaho PTA Board of Directors and shall be selected two (2) years prior to date of convention at the spring board of directors meeting. No city will be considered which cannot provide the following:

- General sessions/banquet seating
- Housing for delegates
- Reasonable meal costs
- Conference rooms to meet the needs of the program
- Exhibit space
- Registration area
- Flights for multi-state exhibitors within an hour of site
- Has at least four (4) local PTA/PTSA units within a 30 mile radius

**5. CONVENTION FACILITY**

Proposals shall be obtained by the President-elect from possible facilities in the city selected to hold the annual convention. The executive committee will review the proposals at the fall executive committee meeting 2 years prior to date of convention and determine the facility the convention will be held at. After the facility is determined, an official contract will be obtained by the President-elect.

**6. CONVENTION MANAGEMENT COMMITTEE**

**COMPOSITION:** The Convention Management Committee shall consist of the President; President-elect, Convention Chair, Treasurer, and Office Manager. The President-elect shall be the Chair of the committee.

**REPORTS TO:** Board of Directors

**PURPOSE:** Ensure the annual convention is a success and the expected income is obtained

**RESPONSIBILITIES: COMMITTEE**

- Prepare convention budget
- Prepare and approve the agenda
- Approve the convention brochure and program
- Determine any special offers/fee waivers
- Approve any expenses for special speakers

**7. CONVENTION RESPONSIBILITIES: STATE PRESIDENT**

The Idaho PTA President shall be responsible for the following:

- Approve Convention Chair's choice of convention theme that was approved by Executive Committee
- Prepare Official Call to Convention for newsletter
- Serve on the Convention Management Committee
- Provide final approval to convention program before printing
- Prepare a convention welcome for the convention brochure and program
- Make the necessary application to the National PTA for the National visitor for convention and approve outside speakers and guests. Make provisions for badges, programs and complimentary meal tickets for National PTA guests and supervise seating arrangements.
- Approve material to be distributed or displayed at convention
- Provide each member of the Board of Directors with convention assignments. Notification will be sent with the pre-Convention Board meeting agenda
- Set head table seating for General Sessions and all meal functions. Notification will be given at the pre-convention Board meeting
- Present any Idaho Life Merit Awards or National Life memberships on behalf of Idaho PTA
- Send thank you letters following convention to National PTA President and National guests
- At the pre-Convention meeting of the Board appoint the Convention Chair of the next Convention
- Complete NPTA State convention Report form with assistance from Convention Chair and Office Manager

**8. CONVENTION RESPONSIBILITIES: PRESIDENT-ELECT**

The Idaho PTA President-elect shall be responsible to:

- Supervise the Convention Chair
- Keep in close contact with the Convention Chair and committees.
- Invite state and local officials
- Make a complete financial report on convention income and expenses to the Board of Directors at the fall Board meeting with the assistance of the Treasurer
- Work directly with Publications Chair on the pre-convention issue of Idaho PTA newsletter.
- At convention, makes motion to adopt Convention Rules
- Obtain proposals for convention facilities.

**9. CONVENTION RESPONSIBILITIES SECRETARY:**

The Idaho PTA Secretary shall be responsible to :

- Compile the convention evaluations information and prepare a report that will be presented at the Summer Leadership Training by the Convention Chair.

**10. CONVENTION RESPONSIBILITIES TREASURER:**

The Idaho PTA Treasurer shall be responsible to:

- Prepare a financial report about convention to be presented at the Summer Leader Training by the Convention Chair.

**11. CONVENTION COMMITTEE**

**COMPOSITION:** Consists of the Convention Chair and other members as needed representing the Regions and the Units in the area of convention.

**REPORTS TO:** President-elect

**POSITION PURPOSE:** Plan and carry out the annual Idaho PTA Convention.

**RESPONSIBILITIES: CHAIR**

The Convention Chair shall be responsible for:

- Overseeing all aspects of convention planning
- Determine convention theme
- Establish a Convention committee to assist in planning and carrying out the convention
- Work with the President-elect to determine any Guest Speakers
- Direct the activities of the convention committee giving opportunity for leadership growth
- Ensure someone has been assigned to oversee all convention activities, events, meetings and workshops
- Report convention planning status to the Convention Management Committee
- Provide the Idaho PTA office with a list of names, addresses, emails and phone numbers of all committee Chairs
- Prepare a welcome for the convention brochure and program and Call to Convention issue of Idaho's Voice
- Appoint all committee chairs, support and stay apprised of their work (see suggested committees)
- Secure with the convention facility the number and size of meeting/banquet rooms that the program may require. Arrange for seating arrangements, etc.
- Responsible to collect and forward to the Idaho PTA office by deadline for Call to Convention the following if applicable:
  - Convention Flyer
  - Pre-Registration form
  - Hotel reservation card (if provided) and roommates
  - Specialty (Promotional) items form
  - Local Unit exhibits form
  - Workshop Registration form
  - Hotel map
  - Welcome or invite to Call to Convention in Idaho's Voice
- Provide the information needed to the Office Manager to develop the convention brochure and convention program book
- With approval of the President Elect , the Chair shall make the following physical arrangements:
  - Suitable/adequate meeting rooms along with furnishings for all general sessions, meal functions, workshops, registration area, exhibitor space, pre- and post-Convention Board meetings and state committee meetings
  - Public address system, additional microphones, podiums, water/glasses, organ/piano, or other audio visual aids as needed
  - Secure a copy machine for use during convention and all Board meetings
  - Secure arrangements for airport/facility transportation if necessary
  - Prices for all meal functions during convention, including pre- and post-Convention Board meetings. Include menu selections and **MUST** include tax and gratuity
- Be one of four (4) authorized to make decisions with Convention facility during event. The four shall be: Convention Chair, President-elect, Office Manager, and President
- Choose menus with input of Convention Management Committee. Obtain designated price (including tax and gratuity), menu selection and other special services to be provided, the latest date a guarantee can be given on the definite number to be served. Written agreements must be approved by the Convention Management Committee
- Present program to Board of Directors at Pre-convention board meeting for corrections and changes
- At convention, present any program corrections and make motion to approve amended program

- Coordinate with the Convention Management Committee to develop the final convention report within two weeks following the adjournment of the convention. The following items shall be turned in to the Idaho PTA State Office in preparation for the final report:
  - An accounting of all monies collected during convention
  - All bills paid and/or owing, including receipts
  - Outstanding balances with convention facility for meals, state meeting rooms, etc.
  - All monies determined to be the property of Idaho PTA
  - All left over materials such as office supplies, registration materials, welcome bags, extra packets, etc., or any items purchased with convention funds
  - Accounting of delegate registrations by unit, guests, exhibitors, and Board Members (credential report)
  - Organize convention material box
- Present evaluation report, prepared by the Secretary, and financial report, prepared by the Treasurer, at the Summer Leadership Training
- File the final report with the Idaho PTA office
- Present evaluation forms to the Idaho PTA Secretary to compile information and comments to present at Summer Leadership Training and to give to the next year's Convention Chair
- Following Convention forward to the Idaho PTA office the following:
  - Registration forms and any computer printouts used
  - Reports from all committee Chairs
  - All materials in Convention Notebook so that office information may be taken out and then notebook passed on to next Convention Chair
- Assist Idaho PTA President and Office Manager in completing the National PTA State Convention Report Form

#### **RESPONSIBILITIES: COMMITTEE**

- Oversee the planning and carrying out of assigned responsibilities
- Communicate with the Convention Chair regularly to report progress
- Convention Committees shall cooperate with the Convention Management Committee in carrying out ALL Convention details.
- Each committee Chair must submit a WRITTEN FINAL REPORT to the Convention Chair within two weeks of the end of convention
- Suggested Convention Committees may include the following, or have new committees added as needed:

Public Relations	Program Ads	Welcome Bags
Folders	Centerpieces	Pages
Registration	Audio/visual	Banners & signs
Workshops	Hospitality	Entertainment
Local unit exhibits	Specialty (Promotional) items	

#### **12. CONVENTION RESPONSIBILITIES: OFFICE MANAGER**

- Arrange for exhibitors at convention including sending notifications, obtaining contracts, collecting fees, and determining specific exhibitor locations
- Obtain service to develop the convention brochure and convention program book and have them printed
- Provide delegate credential cards, voting delegate cards and ribbons: ILM delegates, nonvoting delegates, and guests
- Send convention invitations to the Governor, other dignitaries, coalition members, all past State Presidents and guests as requested
- Supply a copy of the National PTA guests' biographies to the Convention Chair
- Supply a list of current membership, by Region to the Registration Committee
- Assist in state publicity releases of Call to Convention

- Mailing of all pre-convention information to all local units and Idaho PTA Board members not later than sixty days (60) days prior to the convention
- Make the physical arrangements of sleeping rooms and secure room block, including rooms for National PTA Board Members. Secure a complimentary suite, if the hotel allows, for Idaho PTA President. Arrange master billing with hotel
- Go to the convention each year and supervise the mechanics of delegate registration.
- Prepare exhibits of PTA publications for Idaho PTA Convention
- Provide the Convention Chair with Idaho PTA stationery for correspondence
- Supervise the exhibit room at convention and make observation for any material inconsistent with PTA policies and/or that has not been authorized by the President to be on exhibit
- Prepare and staff the Idaho PTA Store

### **13. PRE-CONVENTION PACKET:**

The Pre-convention packet shall contain, as applicable:

- Convention Brochure (tentative agenda, guest speakers, etc.)
- Hotel reservation information
- Proposed Idaho PTA Bylaws Amendments
- Advance Registration form
- Convention Rules
- Credential cards
- Nominees for state offices (in election years)
- Specialty (Promotional) items form
- Local unit Exhibit form
- Workshop description and sign-up form
- Copy of the Idaho PTA newsletter - CALL TO CONVENTION (if not previously mailed)

### **14. CALL TO CONVENTION ISSUE OF IDAHO PTA NEWSLETTER**

The Call to Convention issue of the newsletter shall be mailed sixty (60) days before the Convention and shall include the following:

- Official "Call to Convention" submitted by the Idaho PTA President
- Convention materials, which includes:
  - Message of welcome to Convention from Idaho PTA President and Convention Chair
  - Program highlights
  - Biography of National PTA guest and any other special speakers
  - Registration information
  - Workshop information
  - Housing information
  - Convention facility location information
  - Workshop descriptions and sign-up form
  - Promotional items form
  - Advance Registration form
- Such other information as may be necessary for the conduct of the convention

### **15. GENERAL PROCEDURES:**

- All Board Members will be given assignments from Idaho PTA President. Notification will be sent with the pre-Convention Board meeting agenda
- A partial registration fee will be refunded to those unable to attend the convention only upon written request within thirty (30) days after the Convention. No meals will be refunded after the pre-convention advance registration deadline.

### **16. IDAHO PTA PROPOSED CONVENTION RULES:**

Convention Rules shall be reviewed and approved by the Convention body at Convention.

- Voting delegates must present a properly signed credential card and signed current membership card when registering. Upon payment of the registration fee, they shall be

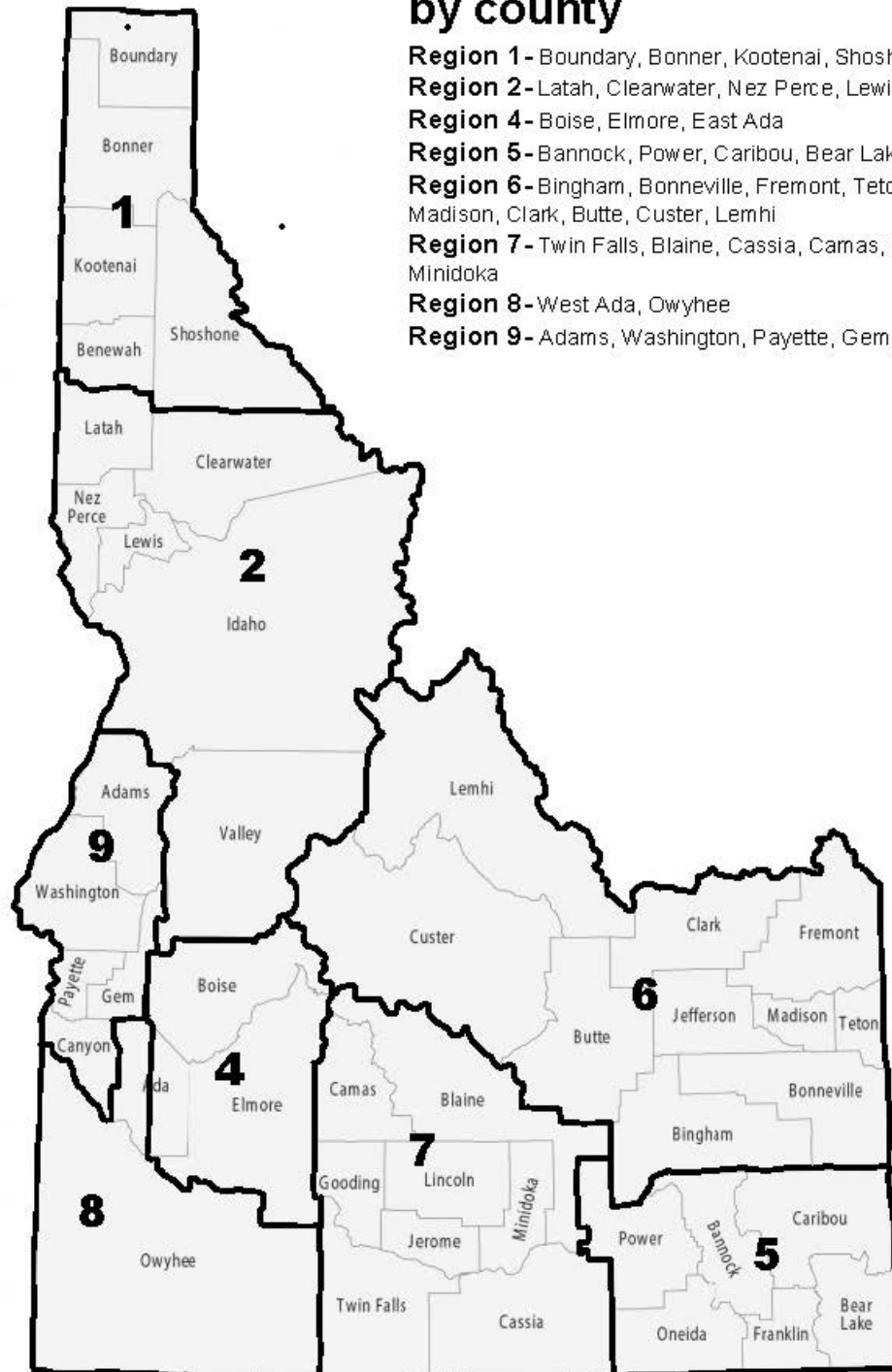
- issued the official delegate badge, voting card, convention folder and welcome bag. Delegates must wear the official delegate badge to all sessions and meal functions.
- Non-voting PTA members and visitors may attend all sessions of the Convention; receive the Convention folder, welcome bag and identification badge upon registration and payment of the registration fee. Non-voting members and visitors must wear the proper identification badge for admission to all sessions and meal functions.
  - The privilege of introducing motions and voting at Convention shall be limited to members of the Board, *Local Unit* Presidents (or their alternates) and accredited delegates of Regions and local units. A person shall carry one vote only.
  - A voting delegate speaking from the floor shall address the Chair, give their full name, and state the name and location of their PTA/PTSA unit, council, region, or status on the State Board. A voting delegate may speak twice (each speech not to exceed three minutes) to the same questions on the same day. A non-voting PTA member may speak on any issue provided conditions of this rule are observed.
  - After a motion is presented from the floor by a delegate for action by the convention body, it must be written, signed by the presiding delegate and sent to the desk of the secretary.
  - Debate is limited to twenty minutes for each issue.
  - **ELECTION YEAR ONLY** - Nominations for officers may be made from the floor by an accredited delegate; provided nominees are qualified, have given consent, and a copy of the qualifications of the nominee has been presented to the nominating committee Chairman prior to the opening of General Session I. (Nominees for President and President-elect shall have served at least two years on the Idaho PTA State Board.) If nominations are made from the floor, a voting delegate shall show their voting delegate card and receive an election ballot at the official polling place. The voting card must be signed in the presence of the person issuing the ballot. The delegate's name must correspond with the list of voting delegates.
  - The Minutes of the convention shall be approved by the full Board of Directors of the Idaho PTA at the fall board meeting.
  - The Parliamentarian shall interpret the law and advise the President on parliamentary procedure upon request.
  - All messages for the platform shall be given to and delivered by the pages.
  - Material may be distributed at the convention only by approval of the President.

#### **XXIV. APPENDIXES**

- A-1 Region Map**
- A-2 Code of Conduct**
- A-3 Organizational Chart**
- A-4 Legislative Priorities and Platform**
- A-5 At Risk Policy**
- A-6 Nominating Committee Suggestions**

## APPENDIX A-1

## Idaho PTA Region boundaries by county



**Region 1-** Boundary, Bonner, Kootenai, Shoshone, Benewah

**Region 2-** Latah, Clearwater, Nez Perce, Lewis, Idaho, Valley

**Region 4-** Boise, Elmore, East Ada

**Region 5-** Bannock, Power, Caribou, Bear Lake, Franklin, Oneida

**Region 6-** Bingham, Bonneville, Fremont, Teton, Jefferson, Madison, Clark, Butte, Custer, Lemhi

**Region 7-** Twin Falls, Blaine, Cassia, Camas, Gooding, Jerome, Minidoka

**Region 8-** West Ada, Owyhee

**Region 9-** Adams, Washington, Payette, Gem, Canyon



## APPENDIX A-2

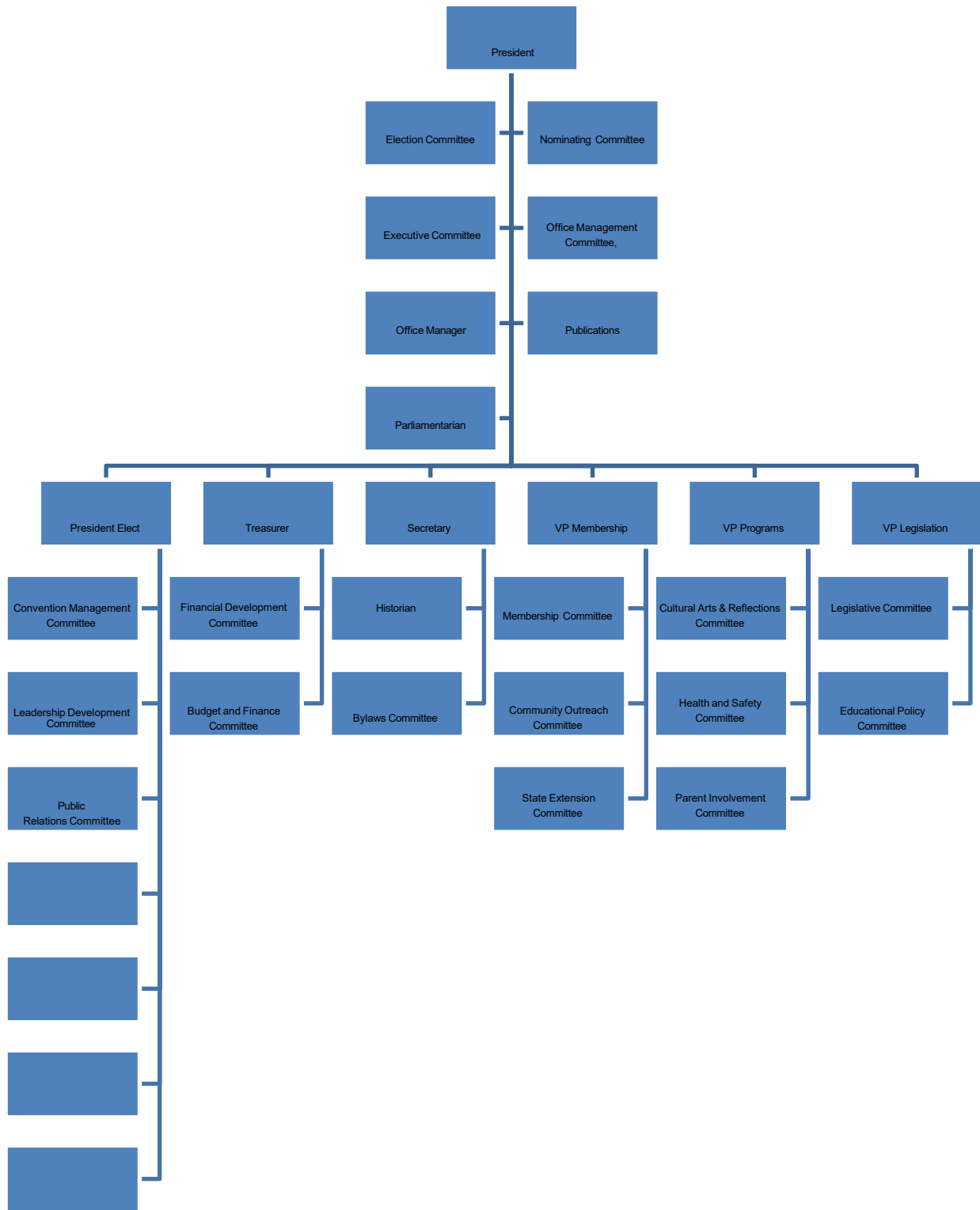


## CODE OF CONDUCT/TRUST AGREEMENT FOR THE IDAHO PTA BOARD OF DIRECTORS

A state Board member shall:

- Act within the law. We are a nonprofit, 501(c) 3 organization
- Act in the best interest of Idaho PTA
- Accept responsibility and do your share of the work, complete your assignments, follow up accordingly, ask for help when needed and be the leader Idaho PTA needs. Always keep in mind that good leaders inspire others
- Be honest and fair
- Make organizational goals more important than personal agendas
- Respect other people and treat them with dignity
- Observe confidentiality in respect of all information gained at each meeting and event
- Read and follow the bylaws and standing rules, know how to access them, and use them as your guide
- Attend all meetings as required by your position, be on time, come prepared, or assign an alternate after communicating with the President
- Be responsible for Idaho PTA's progress and success
- If conflicts arise, go to the source of the problem and resolve professionally
- Practice straight talk, avoid disruptive behavior and side conversations, ask questions, and speak up when you have any questions or concerns or disagreements
- Remember that "YOU" are the Idaho PTA Board
- After discussion and a deciding vote, support all decisions of the Board, especially outside the Boardroom
- Think broadly; think beyond yourself and your geographic area while still representing your area
- In all discussions and conflicts focus on the issues rather than the person or personality
- Treat others as they want to be treated by you. This is "The Platinum Rule"
- Be informed and stay informed
- Act as a professional in the volunteer position
- Remember and be guided by the mission and purposes of Idaho PTA
- Maintain and protect the good name of PTA

# APPENDIX A-3 Idaho PTA Organization Chart



## APPENDIX A-4

### LEGISLATIVE PRIORITIES

The Legislative Priorities are broad statements that represent the position of PTA members as indicated from past and present legislation. The Legislative Priorities will be used by the Legislative Committee to determine the areas that the PTA will focus on during the legislative session. The Legislative Committee will annually review the Legislative Priorities to determine if they are in tune with the current beliefs of Idaho PTA's membership and update them as necessary.

### LEGISLATIVE PLATFORM

The Legislative Platform shall consist of Resolutions and Position Statements that have been voted on by the members of the Idaho PTA.

Resolutions shall consist of "be it resolved" statements.

The resolved statements shall consist of items pertaining to an official position of Idaho PTA that needs legislative action by Idaho PTA legislature or specific action by the Idaho PTA and its members. These resolved statements will be supported by "where as" statements. The "where as" statements will provide the reasoning for the resolved statements.

Position Statements shall consist of items pertaining to an official position of Idaho PTA that does not call for direct action. The Idaho PTA will work with other agencies and within the PTA structure through the development of workshops, training, media campaigns, etc. to accomplish the intent of position statements.

Resolutions or Position Statements and supporting documentation from PTA/PTSA local units, Regions or Idaho PTA Board committees, shall be submitted to the Vice President of Legislation by the dates set by the Legislative Committee for review and for inclusion in the Idaho PTA Convention and Advocacy Conference registration mailings.

Emergency Resolutions or position statements may be presented to the Legislative Committee for consideration up to the start of Idaho PTA Convention or the Advocacy Conference provided that the resolution is accompanied by sufficient copies of the item and background information for distribution to the committee and the delegates.

Resolutions will be approved or rejected by the Legislative Committee based on the adequacy of background information and alignment with National PTA positions. The Vice President of Legislation shall give notice of the reasons for rejection in writing to the sponsor of the Resolution. If the Legislative Committee does not approve a Resolution, it will be considered by the delegates provided the sponsor:

1. Presents a copy of the Resolution to each voting delegate prior to the close of the first workshop, and
2. Brings up the resolution for a vote in the voting portion of Convention or Advocacy Conference, a two-thirds (2/3) vote being required for adoption.

Final adoption of Resolutions or Position Statements shall be by vote of the delegates at the either the annual Advocacy Conference or the annual State Convention.

Resolutions and Position Statements shall remain a part of the Legislative Platform until Idaho PTA has achieved their intent, they have been amended, or the delegates have rescinded them. The Legislative Committee shall review the Legislative Platform annually and shall determine if they should remain in the current Legislative Platform or whether they should be retired.

## APPENDIX A-5

### Idaho PTA “At Risk” Policy

June 2007

Goal of Policy: To have all Local PTA Units in “Good-Standing” status by March 1<sup>st</sup>.

1. If a local PTA unit has:
  - ~ Not turned in the current year’s board list—due June 1st
  - ~ Not remitted membership dues by November 15<sup>th</sup>
  - ~ Not turned in their insurance premium by November 15<sup>th</sup>

The local PTA unit is not in good-standing with Idaho PTA and will be known as an “**At-Risk**” unit. A local PTA unit must be in good-standing to participate in the Reflections Program and other PTA Programs sponsored by Idaho PTA or National PTA.
2. A membership report will be sent from the Idaho PTA State Office to the Idaho PTA Membership Chair via email by November 20<sup>th</sup>.
3. The Idaho PTA Membership Chair will inform each Region Director via email of any units in their region that are *At-Risk* and the missing item/items causing this distinction by November 20<sup>th</sup>-December 1<sup>st</sup>.
4. The Region Directors will contact via email, phone, or letter the Local Unit President of each *At-Risk* unit and make them aware of the item/items that need to be sent to the Idaho PTA State Office immediately. The Region Director will inform the Local Unit President of the paperwork that should be submitted with the missing items and where this paperwork can be located—the IRM and on the Idaho PTA website. Region Directors could use form AR 1 as a guide in dealing with the local units. Please be helpful, not bossy or pushy. The Region Directors may use the attached form (form AR 2) to track communications and the promised actions of the Local PTA Units. These contacts will be made December 1<sup>st</sup>-December 20<sup>th</sup>.
5. The Region Directors will report back to the Idaho PTA Membership Chair via email or phone the communication/attempted communication with the Local Unit President of each *At-Risk* PTA unit December 20<sup>th</sup>-January 1<sup>st</sup>.
6. The Idaho PTA Membership Chair will report communication/attempted communication of the Region Directors with the *At-Risk* PTA units to the Idaho PTA State Office via email January 1<sup>st</sup>-January 5<sup>th</sup>. This information will be put in the Local PTA Units file at Idaho PTA State Office.
7. The Idaho PTA State Office will send a current membership report via email to the Idaho PTA Membership Chair the 5<sup>th</sup> of each month.
8. If a local unit is *At-Risk* on the February 5<sup>th</sup> report, the Idaho PTA Membership Chair will send a letter (form AR 3) to the:
  - ~ Local Unit President
  - ~ Site Principal/Administrator
  - ~ Region Director
  - ~ Idaho PTA State Office for local unit file

This letter will state what item/items the local unit has not submitted and that the local unit is at risk of losing its PTA charter if contact is not made with the Idaho PTA State Office by March 1<sup>st</sup>. They will be encouraged to contact the Region Director or the Idaho PTA State Office with any questions or to request assistance.

9. If a local unit is *At-Risk* on the March 5<sup>th</sup> membership report, for two years the Idaho PTA Membership Chair will send a letter (form AR 4) to the:

- ~ Local Unit President
- ~ Site Principal/Administrator
- ~ Region Director
- ~ Idaho PTA State Office for local unit file
- ~ National PTA Membership Department

This letter will state that the charter for the local unit will be dissolved. It will list required actions of the parent group.

10. The Idaho PTA Membership Chair will report on the status of *At-Risk* units at all Idaho PTA Board of Directors meetings and Executive Board meetings.

11. If a local unit is *At-Risk* on the February 5<sup>th</sup> report, the Idaho PTA Membership Chair will send a letter (form AR 3) to the:

- ~ Local Unit President
- ~ Site Principal/Administrator
- ~ Region Director
- ~ Idaho PTA State Office for local unit file

This letter will state what item/items the local unit has not submitted and that the local unit is at risk of losing its PTA charter if contact is not made with the Idaho PTA State Office by March 1<sup>st</sup>. They will be encouraged to contact the Region Director or the Idaho PTA State Office with any questions or to request assistance.

### Timeline for At-Risk Policy

<b>Date:</b>	<b>Who:</b>	<b>Action:</b>	<b>Tools Needed:</b>
Nov 15	Local Units	Must Submit: <ol style="list-style-type: none"> <li>1. Current Year Board Roster</li> <li>2. Membership Dues</li> <li>3. Insurance Premium</li> </ol>	All Forms found in the IRM and on the website
Nov 15-20	State Office to VP/Membership	Most current Membership Report	
Nov 20-Dec 1	VP/Membership to Regional Director	Inform each via email of any Units that are At-Risk along with list of what is missing.	
Dec 1-20	Regional Director to LUP	Make them aware of item(s) that need to be sent to the State Office immediately providing LUP with form or where to find necessary form.	Form AR 1
Dec 20-Jan 1	Regional Director to VP/Membership	Report of attempted communications with Local Unit deemed At-Risk	Form AR 2
Jan 1-5	VP/Membership to State Office	Report of attempted communications to be put in Local Unit files at State Office	
Jan 5	State Office to VP/Membership	Provide updated Membership Report	
Feb 5	VP/Membership	Will send letter to: <ol style="list-style-type: none"> <li>1. LUP</li> <li>2. Site Principal/Admin</li> <li>3. Regional Director</li> <li>4. Idaho PTA State Office</li> </ol> <p>Informing local unit that they are <i>at risk</i> of losing their Charter if contact is not made by March 1<sup>st</sup> and the unit is not brought to good standing within 12 months. They will be encouraged to contact Regional Director or Idaho PTA State Office with questions or to request assistance</p>	Form AR 3
March 5 of the following year	VP/Membership to LUP	Letter informing: <ol style="list-style-type: none"> <li>1. LUP</li> <li>2. Site Principal/Admin</li> <li>3. Regional Director</li> <li>4. Idaho PTA State Office</li> </ol> <p>That the local unit Charter will be dissolved and will provide a list of required actions of the parent group.</p>	Form AR 4
Executive Committee Meetings and at BOD meetings	VP/Membership	Will provide a report on the status of the At-Risk Units.	

*Idaho PTA letterhead*

Date (Dec 1-Dec 20)

Subject: Past Due Notice

Dear (Name of Unit President):

As the (current) school year is well underway, we are concerned that we have not yet received (board list, membership dues, insurance premium) for the (name of local unit) PTA (PTSA). To be considered a local PTA unit in good standing, please remit (the missing items) to the Idaho PTA State Office as soon as possible. A local PTA unit must be considered in good standing to participate in PTAs Reflections Program, other State and National PTA Programs and training, and to enjoy all of the benefits of association with PTA.

Be assured that as your Region Director I am available and happy to assist you and answer any questions you may have. My contact information is:

Local PTA units throughout this great state do much good for the children of Idaho. I appreciate the time you spend volunteering and contributing to this effort.

Sincerely,

Region Director  
Contact information

*Idaho PTA State Office  
Contact Info*

(AR 1)





*Idaho PTA letterhead*

February 5

Dear (local unit president):

This letter is to inform you that the Idaho PTA State Office has not yet received (missing item/items) for the (local PTA name)PTA/PTSA. The (local PTA name) PTA/PTSA is at risk of losing its PTA charter if contact is not made with the Idaho PTA State Office by **March 1<sup>st</sup>**.

Benefits (local PTA name) enjoys because of association with PTA:  
(list benefits)

I hope you will contact me with any questions or if there is any way I can assist in getting the (missing item/items) submitted to the Idaho PTA State Office.

Sincerely,

Idaho PTA Membership Chair  
Contact info

cc: Site Principal/Administrator  
Region (#) Director  
Idaho PTA State Office

*Idaho PTA State Office  
Contact Info*

(AR 3)

*Idaho PTA Letterhead*

March 5 (after 12 months)

Dear (name of unit president)

This letter is to inform you that Idaho PTA will be dissolving the charter of (local PTA unit name). We regret that this action is being taken and hope that at some time (name of PTA) will wish to be re-chartered.

At this time Idaho PTA must request the following of your parent group:

- If your parent group is currently referring to itself as (name) PTA, we ask that you cease using the “PTA” name which is a registered trademark. The use of PTA in a parent group title is a benefit of being chartered by PTA.
- Remove any reference to PTA from all bank accounts.
- Transfer all monies collected under the PTA name to another 501(c)3 organization.
- Discontinue use of EIN (Employee Identification Number) received when chartered by PTA. Idaho PTA will notify the IRS that your parent group is no longer associated with PTA and the EIN will be reported as disabled.
- Please return the following PTA to the materials to the Idaho PTA State Office:
  - any unused membership cards
  - Idaho Resource Manual
  - NPTA Annual Resources

We also want to make you aware that:

- Your parent group will no longer receive insurance at the reduced rate provided through PTA. If you wish to have insurance for your parent group, you must make those arrangements.
- Your parent group will no longer have non-profit status under the PTA umbrella. If your parent group wishes to have the distinction of non-profit status, they must make those arrangements.

Should your parent group wish to be re-chartered as an official PTA, please contact (Idaho PTA Membership Chair). We will be happy to allow you 12 months to fulfill the requirements needed to be considered a Local PTA Unit in good standing with Idaho PTA. If you believe that there is something that we, as a state organization, have failed to do to help you succeed, we certainly would like an opportunity to correct that as soon as possible. Please consider my offer to help in any way I can.

Sincerely,

Idaho PTA Membership Chair  
contact info

cc: Site Principal/Administrator  
Region (#) Director  
Idaho PTA State Office

(AR 4)

## APPENDIX A-6

### Nominating Committee Suggestions

DO study carefully the qualifications of members before presenting the name as a nominee.  
 DO check the membership list to be sure nominee is a member of the association.  
 DO remember that committee DISCUSSION is left in the meeting room.  
 DO see that the report of the Nominating Committee is publicized through the proper channels.  
 DO sign the committee report if you agree with it.  
 DO accept the office if you are sincerely interested in the purpose of the association.  
 DON'T submit a member's name as a nominee because they are a friend of yours.  
 DON'T nominate a person with the thought that it's a good way to get them into membership.  
 DON'T repeat what was said in the committee meeting.  
 DON'T sign the report of the committee if you DO NOT agree with it.  
 DON'T accept the office if you are not willing to carry your load.

1. Members of the nominating committee meet as soon as possible after appointment.
2. Consult the bylaws for the number of officers to be elected.
3. Be certain members understand they are only giving permission for their name to be submitted as a possible nominee.
4. All discussion of the committee is confidential.
5. Present only one nominee for each office to be filled.
6. Examine carefully the qualifications of each suggested nominee.
7. Check membership lists to be sure suggested nominee is a member
8. Members of the committee may be nominees without resigning from the committee.
9. Vote by ballot if the committee cannot agree on a nominee.
10. Get consent of member before placing the name in nomination.
11. Outline duties of office when contacting members as nominees.
12. Give the member time to consider before making their decision.
13. All members agreeing with the report should sign it.
14. The committee's work is completed and it is automatically discharged when its report and been presented to the membership.
15. If a nominee withdraws before the election is held, the committee meets and presents the name of another candidate.
16. At the regular association meeting, the chairman of the committee reads the report and hands it to the presiding officer.

Regardless of the number of suggestions received the committee's major responsibility is to secure the best qualified person for each office whether that person was recommended or not.

### QUALIFICATIONS FOR NOMINEES

Each committee member should feel responsible for presenting names for consideration, selecting them from their own recommendations and from the suggestions submitted to them by other members. All names should be considered thoughtfully and discussed freely. DO NOT DISCUSS THE WORK OF THE COMMITTEE OUTSIDE OF THE COMMITTEE GROUP. Questions such as the following might be reviewed:

- Do they have the ability and the commitment to promote the interests of the association?
- What is their past experience?
- What is their past performance?
- What is their record of attendance at meetings?
- Have they had any special preparation for leadership?
- Do they have knowledge of the association's purposes and programs?
- Can they work well with others?
- Can they work in harmony with other prospective offers on the slate?

- Are they dependable and available?
- Do they have special talents or skills which would especially qualify them for a certain office?
- Do they have the personal qualities which will present and represent the association well in the community?

### AGREEING ON A CANDIDATE

Selection of a candidate should be by a majority vote. Each committee member should be urged to express his views before a vote is taken. **No deliberations of the committee should be discussed outside the committee meeting.** When agreement is reached the prospective candidate should be contacted preferable while the committee is together.