

# **PLEASE POST**

**LETTERS OF INTEREST ARE TO BE  
RECEIVED IN THE NEW MEXICO PTA  
OFFICE BY 1:00 PM ON  
MARCH 1, 2017**

February 2017

**TO:**

New Mexico PTA Board of Directors  
New Mexico PTA Committee Members  
School PTA Elected Officers  
New Mexico PTA Members  
Interested Parties

**FROM:** NMPTA Nominating Committee

**RE:** Call for Letters of Interest

New Mexico PTA is seeking individuals for the following state leadership positions to be elected or appointed in May 2017:

- **President-Elect**
- **Secretary**
- **VP for Finance**
- **Financial Officer**
- **VP for Membership**
- **VP for Leadership**
- **VP for Legislation and Advocacy**
- **New Mexico PTA Board of Directors to include:**
  - State Convention Chair
  - Health and Wellness Chair
  - Bylaws Chairman
  - Communications Chair
  - Special Education Chair
  - Education Chair
  - Reflections Chair
  - Male Participation Chair
  - Diversity Chair
  - District Managers
- **Members interested in serving on the following committees:**
  - Bylaws
  - Audit
  - State Convention
  - Legislation and Advocacy
  - Health and Wellness
  - Male Participation

**PLEASE READ THE ENCLOSED MATERIALS CAREFULLY.**

A listing of responsibilities for the various positions, a Letter of Interest form, References sheet, and Signature of Agreement form are enclosed. In addition a resume and one-page narrative must be submitted.

**Please forward this information** to your school PTA membership, PTA friends, and other qualified individuals. If you have questions, call New Mexico PTA at (505)881-0712. Questions may also be sent to [nominating.committee@newmexicopta.org](mailto:nominating.committee@newmexicopta.org). This information is available on New Mexico PTA's website at [www.newmexicopta.org](http://www.newmexicopta.org). **Please respond via email, US Mail or hand deliver in a sealed envelope Attn: Nominating Committee. Do Not Use APS interdepartmental mail.**

## **NEW MEXICO PTA LEADERSHIP RESPONSIBILITIES**

### **PRESIDENT-ELECT SHALL:**

- Serve as an aide to the President, working closely with them and the State PTA Office, making a thorough study of the President's duties and responsibilities
- Coordinate activities of the Chairman of the State Convention Committee. Act as Chairman of the State Convention Committee in the absence of a chairman.
- Maintain and present the Convention Guidelines.
- Perform duties outlined in the Convention Guidelines.
- Serve as Chairman of the Strategic Planning Committee.
- Serve as a member of the Office Committee.  
Serve as a member of the Committee on State and Local Relations.
- Serve as a member of the Legislative Committee.
- Attend all National Conventions with the President.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

### *Position Requirements:*

- Prior experience in a unit/council and minimum one-year experience on the state Board.
- Familiarity with the Back to School Kit and the National PTA web site.
- Understanding of other offices and their duties.
- Understanding of State and National Bylaws.
- General knowledge and interest in all phases of PTA.
- Leadership and public speaking ability.
- Ability to work well with all types of people and remain gracious under pressure.
- Ability to facilitate meetings and listen well.
- Have knowledge of Roberts Rules of Order.
- Must be a member of the Land of Enchantment PTA.
- Be available for travel

### **SECRETARY SHALL:**

- Record minutes at meetings of the Board, Executive Committee, and the annual convention.
  - Minutes should be concise and accurate.
  - Minutes in general should include the name of organization, the date and place of meeting, guests attending, the time of call to order, topics covered, actions taken, correspondence, announcements, and time of adjournment. Lengthy discussions and opinions need not be recorded.
  - Motions, seconds, amendments, a brief description of the discussion, and all such information as it pertains to voting shall be recorded in the minutes.
  - Attendance of Board Members shall be included in the minutes. Absences, both excused and unexcused, shall be noted.
  - Collect copies of the budget, reports, and any other documentation pertaining to the meeting to be filed with the approved minutes at the NMPTA office.
  - Promptly prepare the minutes of meetings and submit to the Board by email for editing and review. Corrections will be made and the finalized minutes re-sent to Board members no later than 30 days following the meeting.

### ***New Mexico PTA Leadership Responsibilities (continued)***

- Present the minutes at the following meeting for Board approved. The word “approved” and the date of approval shall be written at the end of the minutes. The Secretary shall sign the minutes and file them at the NMPTA office.
- Have copies of all minutes of previous meeting available at all meetings.
- Have available and initiate the use of official motion forms at all meetings.
- Have a copy of the bylaws available at all meetings.
- Assist the President with information on any unfinished business for the agenda.
- Promptly handle correspondence as requested by the President.
- Assist the Bylaws Chairman. Act as Bylaws Chairman in the absence of a chairman.
- Verify that Bylaws Committee reports are sent to the President each month.
- Assist the Communications Chairman. Act as Communications Chairman in the absence of a chairman.
- Serve as a member of the Committee on State and Local Relations.
- Update board report document in Google Drive.
- Order the NM Past President’s Pin and the National Life Achievement Award from National PTA after the Winter Board Meeting.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

#### ***Position Requirements:***

- Prior experience in unit/council.
- Familiarity with the Back to School Kit and the National PTA web site.
- Understanding of local, State and National bylaws.
- Secretarial experience, promptness, accuracy, and typing skills.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.
- Be available for travel

#### **VP OF FINANCE SHALL:**

- Be custodian of all funds and securities of the organization.
- Keep full and accurate account of receipts and disbursements in treasurer’s permanent ledger book, according to standard accepted accounting procedures, which will include a beginning and ending balance.
- Disburse the funds of the PTA as authorized by the Board, paying all bills promptly by check. Insure that neither of the signers of the check is the payee.
- Reconcile the automatic debits to bank account that come from membership dues to National PTA.
- Purchase insurance as authorized by the executive committee.
- Register signatures of all designees for all bank accounts and/or deposit boxes.

- Present a financial statement at all meetings of the Board and at other times as requested by the President.
- Prepare a financial report for the annual convention.
- Serve as Chairman of the Budget Committee and make arrangements as to time and place of meeting.
- Present the proposed budget at the Summer Board meeting.
- Remit a check to the Office Manager after receiving the payroll timesheet signed by the President. Pay applicable taxes and file required tax forms.
- Coordinate with the Financial Officer to prepare a packet for local unit Treasurers to be distributed at the beginning of each school year.
- Serve as a member of the Office Committee.
- Make available all financial records for semi-annual auditing and year-end audit.
- File forms and reports annually if required by the IRS.

### ***New Mexico PTA Leadership Responsibilities (continued)***

- Record and acknowledge in-kind donations.
- Update board report document in Google Drive.
- Perform duties outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

#### *Position Requirements:*

- Prior experience in unit/council.
- Background in setting up budgets, bookkeeping and maintaining treasurer's books.
- Understanding of local, State and National bylaws.
- Familiarity with the Back to School Kit and the National PTA web site.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.

#### **FINANCIAL OFFICER SHALL:**

- Act as an aid to the Vice President for Finance.
- Educate and train local unit treasurers in financial policies and procedures.
- Provide and interpret financial compliance information for the local units.
- Be available to help local units.
- Coordinate with the Vice President of Finance to prepare a packet for local unit Treasurers to be distributed at the beginning of each school year.
- Document work on compliance issues into the compliance document.
- Serve as a member of the Committee on State and Local Relations.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Perform duties outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

#### *Position Requirements:*

- Prior experience in unit/council.
- Background in setting up budgets, bookkeeping and maintaining treasurer's books.
- Understanding of local, State and National bylaws.
- Familiarity with the Back to School Kit and the National PTA web site.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.
- Be available for travel

#### **VP FOR MEMBERSHIP SHALL:**

- Serve as Membership Chairman and work as an assistant to the President.
- Serve as Awards Chairman. Arrange for the purchase of awards for the annual convention. Publicize the awards as appropriate.

- Provide membership information to units. The Membership Resource Packet will be distributed in August.
- Contact units that have not sent in membership reports by October 1<sup>st</sup> and notify the District Manager.
- Stay current on the status of the membership of each unit.
- File reports to National PTA when due.
- Maintain communication with State PTA Office for membership information and membership card distribution.
- Notify in writing all units not in compliance by October 1st of the steps necessary to bring them into compliance, with a list of required deadlines and consequences if not met.

***New Mexico PTA Leadership Responsibilities (continued)***

- Update information and procedures for organizing and disbanding units; prepare and have available pre-organization and post-organization packets for prospective units.
- Act as the Diversity Chairman in the absence of a chairman.
- Act as the Male Participation Chairman in the absence of a chairman.
- Serve as a member of the Committee on State and Local Relations.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Tabulate and read the credentials report count at Convention. Perform other convention duties as outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

*Position Requirements:*

- Prior experience in unit/council and minimum one-year experience on the State Board.
- Familiarity with the Back to School Kit and the National PTA web site.
- Understanding of State and National PTA bylaws.
- Leadership ability.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.
- Be available for travel

**VP FOR LEADERSHIP SHALL:**

- Serve as Leadership Chairman and work as an assistant to the President.
- Supervises the work of the District Managers by providing direct training and support.
- Act as an intermediary between the Board of Directors and District Managers.
- Identify local leaders across the state that are ready to accept the responsibility of moving into a district manager position.
- In the absence of District Managers, supervise the work of Council Presidents.
- Serve as a member of the Committee on State and Local Relations.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

*Position Requirements:*

- Prior experience in unit/council and minimum one-year experience on the State Board.
- Familiarity with the Back to School Kit and the National PTA web site.
- Understanding of State and National PTA bylaws.
- Leadership ability.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.
- Be available for travel

**VP FOR LEGISLATION AND ADVOCACY SHALL:**

- Serve as Legislative Chairman and work as an assistant to the President.

- Act as the Special Education Chairman in the absence of a chairman.
- Act as the Health and Wellness Chairman in the absence of a chairman.
- Act as the Education Chairman in the absence of a chairman
- Coordinate the activities of and attend the annual NMPTA Legislative Day.
- Provide members with information on current legislative issues including the PTA point of view for effective participation in local, state and national government.

***New Mexico PTA Leadership Responsibilities (continued)***

- Help PTA members understand how the government functions and how members can help promote the interests of children and youth.
- Prepare and send a legislative action sheet to Board members, councils, and units before the legislature convenes.
- Encourage members to attend legislative sessions pertaining to children and youth issues.
- Alert all members to issues pending in the state legislature that fall within the state legislative program, with a reminder that the legislative items adopted at convention represent the entire state membership and that, while a unit is not required to give active support to an item, it must refrain from active opposition.
- Provide names, addresses and phone numbers of state and federal legislators to Board members, councils, and the website editor at the Fall Board meeting.
- Prepare and develop appropriate resolutions for submission to the National PTA Resolutions Committee when necessary.
- Attend the National PTA Legislative Conference whenever possible.
- Keep informed as to what is happening at local, state and national levels.
- Evaluate pros and cons of each issue that falls within the scope of PTA.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Perform convention duties as outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

*Position Requirements:*

- Prior experience in unit/council and minimum one-year experience on the State Board.
- Knowledge of legislation on the state and national levels.
- General knowledge of PTA.
- Familiarity with Back to School Kit and the National PTA web site.
- Understanding of local, State and National bylaws.
- Must communicate well in writing and have good verbal skills.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.
- Be available for travel.

**MEMBERS OF THE BOARD OF DIRECTORS SHALL:**

- Be a member of a local PTA
- Serve a term of two (2) years
- Review and act on reports and recommendations of committees and staff
- Approve the budget
- Approve board and committee appointments
- Establish public policy and the legislative agenda including legislative directives
- Establish organizational policy based on the strategic plan
- Attend regular meetings of the Board of Directors held at least four (4) times during each calendar year
- Perform such duties as assigned by the President, the Board of Directors, or Executive Committee

**BYLAWS CHAIRMAN, WORKING UNDER THE DIRECTION OF THE SECRETARY, SHALL:**

- Provide advice and counsel to units and councils in the drafting or revising of bylaws to insure conformity with State and National PTA bylaws.

- Receive and approve unit/council bylaws.

### ***New Mexico PTA Leadership Responsibilities (continued)***

- Check office file copies to determine current status of unit/council bylaws, including verifying that State and National dues were paid and bylaws are consistent with State bylaws and identifying areas of the bylaws that need clarification.
- Notify those units/councils whose bylaws are due for review in the fall of the school year in which the review is scheduled.
- Mark approved bylaws with the word “approved”, the date, and the initials of the reviewing committee member.
- Coordinate work of the Bylaws Committee to review and update bylaws, checking for conformity with State and National bylaws, consistency of language, the need to add or delete materials.
- Present bylaw amendments to the State Convention for approval.
- Maintain Position Descriptions of all State PTA officers and chairmen.
- Maintain Working Rules and Convention Guidelines.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Perform convention duties as outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

#### ***Position Requirements:***

- Prior experience in unit/council.
- Familiarity with the Back to School Kit and the National PTA web site.
- Understanding of local, State and National PTA bylaws.
- Leadership ability.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.

#### **COMMUNICATION CHAIRMAN, WORKING UNDER THE DIRECTION OF THE SECRETARY, SHALL:**

- Maintain close contact with the President, the State PTA office and members of the Board to obtain information of interest to the membership.
- Form a Communications committee.
- Be responsible for overseeing the creation, maintenance and accuracy of the NMPTA website and social media sites.
- See that new information and updates are published no less than once a month.
- Encourage Board members, local unit officers and the general membership to submit articles, upcoming events and other items of interest.
- Disseminate items of interest from National PTA through the website and social media sites.

- Update board report document in Google Drive.
- Perform duties as outlined in the Convention Guidelines
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

*Position requirements:*

- Prior experience in unit/council.
- Knowledge of web page editing.
- Knowledge of posting messages on social media sites such as Facebook, Twitter, and Instagram.
- Ability to meet deadlines.
- General understanding of PTA, general knowledge of other Board offices, chairs, committees and their duties.

***New Mexico PTA Leadership Responsibilities (continued)***

- Familiarity with the Back to School Kit and the National PTA web site.
- Must be a member of the Land of Enchantment PTA.

**DIVERSITY CHAIRMAN, WORKING UNDER THE DIRECTION OF THE VP FOR MEMBERSHIP, SHALL:**

- Make culturally diverse resources, programs and information accessible to local units and the Board of NMPTA.
- Monitor the implementation of the PTA Standards of Affiliation Diversity and Inclusion Action Plan.
- Work with National PTA staff, state government, and local unit leaders.
- Review National PTA strategic plan and materials on cultural inclusion and diversity definitions.
- Revise and update the State Diversity Plan according to the annual compliance documents.
- Compile resources from within and outside PTA to ensure local units, councils and state PTA reflect the diversity of the population statewide.
- Determine how leaders can be identified and mentored to meet diversity and inclusion goals.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Perform convention duties as outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

*Position requirements:*

- Prior experience in unit/council.
- Familiarity with the Back to School Kit and the National PTA web site.
- Familiarity with PTA on local, council, State and National levels.
- Strong relationship building skills and good verbal and listening skills.
- Must be able to think in both short term and in long term to achieve diversity and inclusion goals.
- Must be culturally sensitive.
- Must possess a strong desire to be a change agent within a large organizational structure.
- Must be a member of the Land of Enchantment PTA.

**EDUCATION CHAIRMAN, WORKING UNDER THE DIRECTION OF THE VP FOR LEGISLATION AND ADVOCACY, SHALL:**



- Be knowledgeable of trends and data in local, state and national education and encourage PTAs to take action in events that involve these areas in their local schools and in the state, especially in the areas of the National Standards for Family-School Partnerships.
- Forward and assist the Legislative Committee in preparing resolutions for the New Mexico PTA Convention.
- Work with the VP for Legislation and Advocacy to promote desired legislation that relates to education and family-school partnerships.
- Be familiar with the PTA National Standards for Family-School Partnerships and other guiding resources and tools for school communities in building purposeful and positive partnerships between school, families, and communities.
- Mentor local PTA Units as determined by Board and NMPTA President through site visits, compliance monitoring, phone and email contacts.
- Represent NMPTA along with NMPTA President and other Board members as appropriate during events/meetings with NMPED, other partners and NM stakeholders.
- Build relationships with NMPED Family Outreach Coordinator and other NMPED staff as appropriate to participate in family engagement initiatives and activities. Report all activities in a timely and informative manner.

### ***New Mexico PTA Leadership Responsibilities (continued)***

- Become familiar with National PTA Initiatives and work with staff to implement programs in New Mexico such as Clave al Exito and Schools of Excellence.
- Maintain ongoing communication with the Board and NMPTA President regarding activities via email, board reports, phone, meetings, etc.
- Update board report document in Google Drive.
- Submit articles as appropriate for the NMPTA website and news items to the social media sites regularly.
- Perform convention duties as outlined in the Convention Guidelines and as determined by the Board during planning and implementation activities.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

#### ***Position Requirements:***

- Prior experience in unit/council.
- Familiar with PTA at local, council, State and National levels.
- Interest in all phases of education, pre-K through adulthood.
- Recognize the importance of relationships between parent, teacher, and students in school communities in New Mexico.
- Familiarity with the NMPTA and National PTA website and resources such as the *National Standards for Family-School Partnerships*, and the Back to School Kit.
- General understanding of PTA, general knowledge of other Board offices, chairs, committees and their duties.
- Must be a member of the Land of Enchantment PTA.

#### **HEALTH AND WELLNESS CHAIRMAN, WORKING UNDER THE DIRECTION OF THE VP FOR LEGISLATION AND ADVOCACY, SHALL:**

- Coordinate activities on health and wellness including nutrition, nursing services, mental health, parenting, sex education, immunization, AIDS education and comprehensive health education.
- Oversee the activities of the of health and wellness committees.
- Keep the State Board and units advised of health issues and data, and assist in developing programs to meet identified needs.
- Help units understand that health is a state of physical, mental and emotional well-being not just the absence of disease, through programs such as the following:
  - Work for development and strengthening of total and sequential health education for grades K-12.
  - Urge units to determine community needs.
  - Plan programs to alert communities to health needs and the potential of preventative action.

- Aid units in assisting parents to better understand the growth and development of their children and their own best psychological relationships in making family life a strong guiding force for maturity and well-being.
- Review proposed resolutions concerning health and wellness. Forward and assist the Legislative and Advocacy Committee in preparing resolutions for the New Mexico PTA Convention.
- Prepare and develop appropriate resolutions for submission to the National PTA Resolutions Committee when necessary.
- Support legislation relating to the health and wellness of children and youth.
- Cooperate with other organizations and agencies working in the area of health and wellness.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Perform convention duties as outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

### ***New Mexico PTA Leadership Responsibilities (continued)***

#### *Position Requirements:*

- Prior experience in unit/council.
- Familiarity with the Back to School Kit and the National PTA web site.
- Familiarity with PTA on local, council, State and National levels.
- Knowledge of health issues and interest in all phases of health education.
- Good verbal skills.
- Must be a member of the Land of Enchantment PTA.

#### **THE MALE PARTICIPATION CHAIRMAN, WORKING UNDER THE DIRECTION OF THE VP FOR MEMBERSHIP, SHALL:**

- Lead and assist in the creation and development of male initiatives and outreach.
- Act as the state contact for local units starting male participation programs.
- Represent PTA at fatherhood conferences and summits at the request of the President.
- Develop and maintain strategic partnerships to secure support for male participation initiatives.
- Communicate with local PTA units and the State Board on programs, activities and resources.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Perform duties outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

#### *Position Requirements:*

- Personal commitment.
- Ability to connect to diverse audiences.
- Strong leadership skills.
- Good organizational skills.
- General understanding of PTA, general knowledge of other Board offices and their duties.
- Familiarity with the Back to School Kit and the National PTA web site.
- Must be a member of the Land of Enchantment PTA.

#### **REFLECTIONS CHAIRMAN, WORKING UNDER THE DIRECTION OF THE SECRETARY, SHALL:**

- Emphasize the need for early childhood experiences in visual art, music composition, literature, film production, dance choreography and photography. The Reflections program covers these forms of creative expression and students are urged to participate.
- Coordinate the State Reflections program by:
  - Publicizing the program through the website and/or mailing to units/councils. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.

- Distributing information and guidelines to all PTA units.
- Select people with expertise in each field to judge entries prior to the annual convention and to select the entries to be sent to National competition.
- Arrange for the purchase of awards for the annual convention. Publicize the awards as appropriate.
- Distribute certificates signed by the President and Reflections Chairman to each child who enters the State Reflections program.
- Notify each local unit, District Manager and Council President, announcing the winners within one month of judging.

### ***New Mexico PTA Leadership Responsibilities (continued)***

- Return all entries not being sent to National PTA to the local Reflections Chairmen by May 15.
- Forward winning entries to National PTA when requested.
- Work with the Secretary and Convention Chairman to put together the Reflections celebration.
- Perform duties outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.
- Update board report document in Google Drive.

#### ***Position Requirements:***

- Prior experience in unit/council Reflections program.
- General understanding of PTA, general knowledge of other Board offices and their duties.
- Familiarity with the Back to School Kit and the National PTA web site.
- Must be a member of the Land of Enchantment PTA.

#### **SPECIAL EDUCATION CHAIRMAN, WORKING UNDER THE DIRECTION OF THE VP FOR LEGISLATION AND ADVOCACY, SHALL:**

- Coordinate activities with families who need help dealing with issues related to children involved in special education. This includes; health and welfare wellness, community resources, educational services and natural supports.
- Oversee the activities of the of Special Education Committee.
- Keep the State Board, councils and units advised of Special Education issues and data, and assist in developing programs to meet identified needs.
- Help units/councils understand that health is a state of physical, mental and emotional well-being not just the absence of disease, through programs such as the following:
  - Work for development and strengthening of total and sequential health education for grades K-12.
  - Urge units and councils to determine community needs.
  - Plan programs to alert communities to Special Education needs and distribute information on training programs offered by other organizations and agencies.
  - Aid units in assisting parents to better understand various resources and ways to advocate for the growth and development of their children in their educational environment to the best of their ability and how to coordinate educational efforts in the home and community to make family life a strong guiding force for the development of the child.

- Review proposed resolutions concerning Special Education. Forward and assist the Legislative and Advocacy Committee in preparing resolutions for the New Mexico PTA Convention.
- Prepare and develop appropriate resolutions for submission to the National PTA Resolutions Committee when necessary.
- Support legislation relating to Special Education of children and youth.
- Cooperate with other organizations and agencies working in the area of Special Education.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Perform convention duties as outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

### ***New Mexico PTA Leadership Responsibilities (continued)***

*Position Requirements:*

- Prior experience in unit/council.
- Familiarity with the Back to School Kit and the National PTA web site.
- Familiarity with PTA on local, council, State and National levels.
- Knowledge of Special Education issues and interest in all phases of education.
- Good verbal skills.
- Must be a member of the Land of Enchantment PTA.

**STATE CONVENTION CHAIRMAN, WORKING UNDER THE DIRECTION OF THE PRESIDENT-ELECT, SHALL:**

- Work with the President to develop the agenda for State convention.
- Coordinate all convention arrangements as outlined in the Convention Guidelines.
- Ensure that the convention program provides information, inspiration and guidance for carrying on the work of the PTA.
- Obtain approval of State convention plans and programs from the Board.
- Ensure that all assigned duties of the convention are executed.
- Aid with the evaluation of the convention.
- Keep a log of actions, arrangements, successes and failures to be passed on to the next Convention Chairman.
- Make recommendations of any changes in the Convention Guidelines to Board members at Fall Meeting.
- Submit a final report on the convention to the Board at the Summer Meeting.
- Present a brief report at each Board meeting.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

*Position Requirements:*

- Prior experience in unit/council.
- Previous experience at a state convention.
- General understanding of PTA, general knowledge of other Board offices and their duties.
- Familiarity with the Back to School Kit and the National PTA web site.

- Ability to meet deadlines.
- Must be a member of the Land of Enchantment PTA.

**DISTRICT MANAGERS, WORKING UNDER THE LEADERSHIP OF VP FOR LEADERSHIP, SHALL:**

- Work directly with unit Presidents, in those areas of the district in which there are no councils, to provide support and assistance in the areas of program, activities and policies.
- Work cooperatively with council Presidents to strengthen units and provide support in the areas of programs, activities and policies.
- Organize new units and councils. Visit superintendents, principals and school groups within the district in an effort to recruit new PTA units.
- Work under the direction of the VP for Leadership.
- Serve as a link between the Board and councils and local units in the district.
- Stay current on the record of names and locations of all schools in district area; names of PTAs, President's names and other pertinent information needed to serve the local units.
- Document work on compliance issues into the PTA specific documents in Google Notes.
- Submit a written report to the State Office documenting any problem(s) at the local unit level within 48 hours of contact (via phone or email) with the unit.
- Update board report document in Google Drive.
- Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
- Serve as a member of the committee on State and Local Relations when requested by the President.
- Perform convention duties as outlined in the Convention Guidelines.
- Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

*Position Requirements:*

- Prior experience in unit/council.
- Familiarity with the Back to School Kit and the National PTA web site.
- Understanding of local, State and National PTA bylaws.
- Leadership ability.
- General knowledge of other offices and their duties.
- Must be a good listener, be informed about PTA on all levels and able to speak well before groups.
- Must be a member of a local unit PTA.

**MEMBERS OF THE BYLAWS COMMITTEE SHALL:**

- Be a member of a local PTA
- Be appointed by the president at the post-convention board meeting for a term of two (2) years
- Have an understanding of organizational charters, constitution, and bylaws and policy
- Make a comprehensive study of New Mexico PTA Bylaws and Policies, and propose bylaw amendments and policies for the consideration of the Board of Directors
- Develop, evaluate, and adjust plan of work annually
- Conduct an annual review of local unit bylaws
- Be available to constituent organizations for presentations or assistance

**MEMBERS OF THE LEGISLATION AND ADVOCACY COMMITTEE SHALL:**

- Be a member of a local PTA
- Be appointed by the president at the post-convention board meeting for a term of two (2) years
- Review the legislative program of New Mexico PTA and make recommendations concerning the program to the Board of Directors

**MEMBERS OF THE HEALTH AND WELLNESS COMMITTEE SHALL:**

- Be a member of a local PTA
- Be appointed by the president at the post-convention board meeting for a term of two (2) years
- Coordinate activities on health and welfare including nutrition, nursing services, mental health, immunizations, and comprehensive health education

**MEMBERS OF THE AUDIT COMMITTEE SHALL:**

- Be a member of a local PTA
- Be appointed by the President to serve on as as-needed basis
- Meet semi-annually or as called by the President, the Audit Chairman or the Treasurer
- Review bank statements, expense vouchers, general ledger and tax documents for compliance with the budget

**MEMBERS OF THE STATE CONVENTION COMMITTEE SHALL:**

- Be a member of a local PTA
- Be appointed by the President to serve under the State Convention Chair
- Plan, organize, implement and carry out the annual NMPTA convention

**MEMBERS OF THE MALE PARTICIPATION COMMITTEE SHALL:**

- Be a member of a local PTA
- Be appointed by the president at the post-convention board meeting for a term of two (2) years
- Plan, organize, implement and carry out Male Participation Committee events and programs.

**LETTER OF INTEREST IS TO BE  
RECEIVED IN THE NEW MEXICO  
PTA OFFICE BY 1:00 PM ON  
MARCH 1, 2017**

**LETTER OF INTEREST**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_

I can be contacted at work

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**I wish to be considered for the following position(s):**  
*(You may list multiple positions on one form or fill out a separate form for each position.)*

\_\_\_\_\_ **President-elect** (2-year term)

\_\_\_\_\_ **Secretary** (2-year term)

\_\_\_\_\_ **VP for Finance** (2-year term)

\_\_\_\_\_ **Financial Officer** (2-year term)

\_\_\_\_\_ **VP for Leadership** (2-year term)

\_\_\_\_\_ **VP for Membership** (2-year term)

\_\_\_\_\_ **VP for Legislation and Advocacy** (2-year term)

\_\_\_\_\_ **New Mexico PTA Board of Directors** (2-year term) circle your choice(s):

State Convention Chair

Health and Wellness Chair

Bylaws Chairman

Communications Chair

Special Education Chair

Education Chair

Reflections Chair

Male Participation Chair

Diversity Chair

District Managers

**I wish to be considered for appointment to the following committee(s):**

Bylaws

Audit

State Convention

Legislation and Advocacy

Health and Wellness

Male Participation



# PERSONAL REFERENCES SHEET

**REFERENCE SHEET IS TO BE RECEIVED  
IN THE NEW MEXICO PTA OFFICE BY 1:00  
PM ON MARCH 1, 2017**

Your Name: \_\_\_\_\_

Please list three (3) references, other than members of the Nominating Committee, who may be contacted regarding your qualifications, skills, and attributes. References may or may not be contacted. Additional references may also be contacted.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

---

## NARRATIVE INSTRUCTIONS

Narrative must be on one side of an 8 ½ X 11 sheet of paper (single-spaced) in no smaller than 12- point type.

Please include in your one-page narrative a description of the assets you bring to the New Mexico PTA for the positions for which you wish to be considered, such as:

Administration/Management  
Facilitation  
Financial  
Fundraising  
Human Resources  
Legal  
Legislative

Policy/Bylaws  
PR/Marketing/Media  
Public Speaking  
Strategic Planning  
Technology  
Training  
Working with Diverse Groups

## SIGNATURE OF AGREEMENT & SUBMISSION FORM

**SUBMISSION FORM IS TO BE RECEIVED  
IN THE NEW MEXICO PTA OFFICE BY 1:00  
PM ON MARCH 1, 2017**

Your  
Name: \_\_\_\_\_

### The Mission of the PTA

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

### The Purposes of the PTA

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Signature of Agreement**—your signature acknowledges you have reviewed and agree with National PTA's mission and purposes and you are currently a PTA member.

I am a member of \_\_\_\_\_ Local Unit PTA/PTSA Unit # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### **Submission Form Checklist**

#### **Required Documents:**

Letter of Interest Form

Personal References Sheet

Signature of Agreement & Submission Form

Resume

One-page narrative sharing your reasons for wishing to be considered for the position(s) you have indicated as well as the skills and expertise you would bring. Narrative must be on one side of an 8-1/2 x 11 sheet of paper (single-spaced) in no smaller than 12-point type.

Please be sure to sign this form. **All materials must be received on or before 1:00 PM on MARCH 1, 2017.** Materials can be mailed (**US Mail. Do not use APS interdepartmental mail**), hand delivered, or emailed to the attention of Nominating Committee, New Mexico PTA, PO Box 14706, Albuquerque, New Mexico 87191. NMPTA office located at 1100 Cardenas SE, Albuquerque, NM 87108. Email: [nominating.committee@newmexicopta.org](mailto:nominating.committee@newmexicopta.org)

*New Mexico PTA will acknowledge receipt of all Letters of Interest.*