National PTA is seeking candidates to stand for election at the National PTA Convention & Expo in June 2023 for the following national leadership positions:

- President-Elect, Secretary-Treasurer, Vice President Advocacy, and Vice President of Membership (2023-2026 term)
- Six (6) Elected Directors At-Large for the National PTA Board of Directors (2023-2026 term)
- Two (2) Members for the Nominating and Leadership Recruitment Committee (2023-2026 term)

Standing and Special Committees are appointed by the president and approved by the board of directors. Committee appointments for the 2021-2023 term are complete at this time. If you would like to be notified of committee positions available in the future, please click HERE.

YOU MUST BE A PTA MEMBER AT THE TIME OF SUBMISSION AND ELECTION. Please contact your state PTA or National PTA for membership opportunities.

YOUR COMPLETED LETTER OF INTEREST MUST BE SUBMITTED TO THE NATIONAL PTA VIA THIS ONLINE FORM. YOUR SUBMISSION MUST BE ON OR BEFORE 11:59 P.M. ET Saturday, October 1, 2022.

You will receive an email confirmation of your submission. If you don’t receive an email response, please contact LeadershipRecruitment@PTA.org within five (5) days of the submission.

Please forward the link to this online form to your constituents, local units, councils, PTA friends and other qualified individuals. If you have questions, please call the PTA Information Center at (800) 307-4782, or Amy Sheldon, NLRC Staff Liaison, at (703) 518-1245.

Questions may also be sent to LeadershipRecruitment@PTA.org. The link to this Letter of Interest Application is available online at PTA.org/NLRC.

Thank you for your interest in our National PTA leadership positions.
1. Please enter your contact information

   Full Name

   Address

   Address 2

   City/Town

   State/Province

   -- select state --

   ZIP/Postal Code

   Country

   Email Address

   Phone Number

2. Work Information (if you are not working at this time, indicate not applicable (N/A) on the questions below)

   Company Name

   Work Title

   Work Phone

   Work Email

3. Check the languages in which you are proficient.

   □ English
   □ Spanish
   □ French
   □ Chinese
   □ Korean
   □ Other
   □ Other (please specify)

   [ ]
4. Self-Identified Demographic Information

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

* Select option(s) that best describes your role in PTA:

- Parent
- Teacher
- Grandparent/Relative
- Guardian
- Other (please specify)
- School Administrator
- Student
- Supporter

5. Age

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+

6. Gender

- Male
- Female
- Transgender
- Other (please specify)

7. What is your ethnicity? (Please select all that apply.)

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black or African American
- Hispanic or Latino
- White / Caucasian
- Prefer not to answer
- Other (please specify)
8. **Interested Positions**

I wish to be considered for the following position(s): (If you'd like to be considered for multiple positions, rank them in order of preference):

- [ ] President-Elect
- [ ] Secretary-Treasurer
- [ ] Vice President of Membership
- [ ] Vice President of Advocacy
- [ ] Elected At-Large Representative on the National PTA Board of Directors (3-year term) (6 positions available)
- [ ] Nominating and Leadership Recruitment Committee Member (3-year term) (2 positions available)

9. Please choose "yes" or "no" if you are interested in being considered as a Youth Member Representative on the National PTA Board of Directors (3-year term). Youth Member Representatives are appointed by the President and approved by the board of directors at the first board meeting following convention in odd numbered years. Youth members must be at least 18 years of age, but not more than 22 years of age on the date of appointment.

- [ ] Yes
- [ ] No

*10. **Qualifications:**

Applicant must be a PTA member at the time of submission. Contact your state PTA or National PTA for membership opportunities.

More information about the roles and responsibilities of the open positions can be found in the [PTA Bylaws](#) and the [Governance Policy Manual](#).

**Cover Letter:**

Share your reasons to be considered for the position(s) you indicated, as well as skills and expertise you would bring to the position(s). You can create your cover letter in a Word document and copy and paste in this field.
11. **References**

List three professional and/or PTA references that may be contacted by members of the Nominating and Leadership Recruitment Committee (NLRC) regarding your qualifications, skills and attributes, as well as your capacity to serve in the position(s) for which you have applied. Include both an email address and preferred telephone number to aid in scheduling phone interviews. Please do not include members of the Nominating and Leadership Recruitment Committee, National PTA Elections Committee, or National and/or State PTA staff as references. Further, take care as to not create a conflict of interest in the selection of your references.

Reference #1

Name

Email Address

Phone Number

12. Please detail your relationship to Reference #1

13. Reference #2

Name

Email Address

Phone Number

14. Please detail your relationship to Reference #2

15. Reference #3

Name

Email Address

Phone Number

16. Please detail your relationship to Reference #3
17. Alternate Reference (This reference will be contacted if other references are non-responsive.)

Name

Email Address

Phone Number

18. Please detail your relationship to Alternate Reference

19. **Leadership Experience**

Describe work you have done with your state PTA leadership or other national organizations that would move National PTA’s 2021-2026 Strategic Plan forward. (100 word limit)

20. PTA has prioritized outreach to key populations. Have you had personal experience with one or more of these groups, and/or experience in engaging with one or more of these groups? If so, share how this has prepared you to serve these priority populations. (100 word limit)

21. What would you say is the key to empowering future leaders and cultivating talent? Can you tell us about a time that you demonstrated that? (100 word limit)

22. Share with us when you demonstrated what you believe is the most critical piece in planning when you undertake the work of the board to ensure it’s a success. (100 word limit)
23. When you consider committee work that you regard as having been very successful, tell us what you did in planning and execution that made it possible to accomplish the work. (100 word limit)

24. **National PTA Leadership Criteria and Competencies**

The Nominating and Leadership Recruitment Committee (NLRC), with a consultant and National PTA Board feedback, has developed leadership criteria and competencies for National PTA Board and NLRC leadership.

**National PTA Board Leadership**

If you are applying for a Board Member Representative position, please rank order your top three areas. Youth Board Member applicants can also rank order in this section.

1. **Personal Integrity** - Exhibits and earns reputation for discretion, emotional maturity, professionalism, credibility, honesty, objectivity. Earns respect of key stakeholder group members.

2. **Strategic and Courageous Thinking** - Is creative, forward-thinking, analytical, critical and has demonstrated interest in taking PTA into the future.

3. **Financial Knowledge** - Has financial experience, risk management and understanding of non-profit finances.

4. **Effective Communication** - Has demonstrated the ability to communicate effectively about the National PTA. Approaches board leadership with the intention of communicating what we can be, not what we are not, and to communicate the thoughts and reasons for their strategic and analytical thinking.

5. **Knowledge of, and Loyalty to National PTA Values, Work and Priorities** - Is knowledgeable of, and loyal to National PTA's values, mission, work and priorities and their relevance to today's reality and future trends.

6. **Knowledge of, and Commitment to Education and the Association** - Understands all levels of educational and association systems. Demonstrate commitment to the value of education, and to association’s best practices.

7. **Collaboration, Consensus Building, Conflict Management and Resolution** - Has been known to be an active listener who promotes good working relationships, breaks down barriers, resolves conflict and builds cooperation and cohesiveness. Has demonstrated skills and interest in conflict resolution.

8. **Diversity, Equity and Inclusion** - Has cultural awareness, understanding and appreciation of difference cultures and needs. Welcomes and values inclusion and diversity in principle and practice.
Nonprofit Board Governance Expertise and Experience - Comprehends board, non-profit, problem-solving and knowledge of legal issues related to Board governance. Understands the fiduciary duties of loyalty, care and obedience. Discerns the difference between “oversight” and “supervision.”

Advocacy - Has demonstrated his/her focus on every child. Has served as a child advocate and has spoken up for the health and well-being of all children. Has demonstrated the ability to represent a diverse local or state membership, not only a particular group/geography/culture/demographic status.

Accountability - Has demonstrated the skills and interest in holding boards and organizations accountable to meet their goals, and accomplish their mission.

Inspiring Leader - Has demonstrated the ability to motivate and energize others to act responsibly and actively on behalf of all children. Has high expectations and respect for volunteer work.

25. Select this box if you are not applying for an Officer or Board Member position.

[ ] Not Applying

26. National PTA Nominating and Leadership Recruitment Committee (NLRC) Leadership

If you are applying for a Nominating and Leadership Recruitment Committee (NLRC) Leadership position, please rank the order of your top three areas.

- Integrity - Exhibits discretion, professionalism and credibility.
- Strategic/Visionary - Conveys analytical and big-picture perspectives.
- Communication Expertise - Effectively communicates and utilizes interpersonal skills internally and externally across a variety of fields, skill sets and demographics.
- Governance Knowledge - Displays proficient knowledge and understanding of NPTA Governance, Association management, or other related fields of expertise such as human resources, Legal, or Leadership.
- Talent Cultivation - Identifies and engages leaders that exhibit PTA Core Values and necessary skills sets.
- Collaboration and Consensus Building - Actively listens and promotes good working relationships, breaks down barriers, resolves conflict and builds cooperation and cohesiveness.
- Diversity and Inclusion - Welcomes and values inclusion in principal and practice with intentional pursuit of demographic and cognitive diversities.
- Results Oriented - Committed and accountable to a process-driven and data-informed approach that meets the evolving needs of our association.
27. Select the "Not applying" box if you are not applying for a Nominating and Leadership Recruitment Committee (NLRC) position.

☐ Not applying

**PTA Vision**
Every child’s potential is a reality.

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

**PTA Values**

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

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

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

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

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

**National PTA 2021-2026 Strategic Plan**

**Mission Drivers**
- Diversity, Equity and Inclusion for Justice
- PTA Brand: Culture and Communication for a New Era
- Advocacy for Impact at All Levels

**Priority Areas**
- Growth in Mission and Membership
- Leadership Development
- Organizational Effectiveness

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

**PTA Membership Verification**
28. Please check acknowledgement

☐ I acknowledge that I have reviewed and agree with PTA's vision, mission, values, strategic initiatives, and purposes, and that I am currently a PTA member.

29. I am a member of (local PTA Unit name)

30. Local PTA City

31. Local PTA State