

2023-24 NATIONAL PTA LETTER OF INTEREST (LOI) APPLICATION

National PTA is currently seeking candidates to stand for election at the National PTA Convention & Expo in June 2024 for the following national leadership positions:

- Two (2) Members for the **Nominating and Leadership Recruitment Committee** (2024-2027 Term)

PLEASE NOTE:

- **YOU MUST BE A PTA MEMBER AT THE TIME OF SUBMISSION AND ELECTION.** If you are not a current PTA member, please contact your state PTA or National PTA for [membership opportunities](#).
- Your completed Committee Letter of Interest (LOI) **MUST** be submitted to National PTA and the Nominating and Leadership Recruitment Committee (NLRC) via this online form on or before **SUNDAY, OCTOBER 1, 2023 at 11:59 PM EDT/EST**.
- You will receive an email confirmation and summary of your LOI responses from forms-receipts-noreply@google.com following 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.
- Questions may also be sent to LeadershipRecruitment@PTA.org. The link to this Letter of Interest Application is available online at [PTA.org/NLRC](https://pta.org/NLRC). Thank you for your interest in our National PTA leadership positions.
- [CLICK HERE](#) to preview a PDF version of the questions you'll answer on this form.

* Indicates required question

1. Email *

REQUIRED FORMS AND ELECTRONIC SIGNATURE

New this year, NLRC is collecting the following required documents during the LOI process. Please download and complete the following forms (adding your signature electronically is acceptable) and then upload the completed forms via the fields below:

- [Affirmation of Residency Form](#)
- [Verification of Accuracy Form](#)

2. Affirmation of Residency Form *

Please download, complete, and save your copy of the of the [Affirmation of Residency Form](#) in a PDF format prior to uploading your completed form via the fields below.

Files submitted:

3. Verification of Accuracy Form *

Please download, complete, and save a copy of the [Verification of Accuracy Form](#) in a PDF format prior to uploading your completed form via the fields below.

Files submitted:

CONTACT INFORMATION

4. First Name: *

5. Last Name: *

6. Address Line 1: *

7. **Address Line 2:**

8. **City:** *

9. State *

Mark only one oval.

- ☐ AE
- ☐ AK
- ☐ AL
- ☐ AR
- ☐ AZ
- ☐ CA
- ☐ CO
- ☐ CT
- ☐ DC
- ☐ DE
- ☐ FL
- ☐ GA
- ☐ HI
- ☐ IA
- ☐ ID
- ☐ IL
- ☐ IN
- ☐ KS
- ☐ KY
- ☐ LA
- ☐ MA
- ☐ MD
- ☐ ME
- ☐ MI
- ☐ MN
- ☐ MO
- ☐ MS
- ☐ MT

- ☐ NC
- ☐ ND
- ☐ NE
- ☐ NH
- ☐ NJ
- ☐ NM
- ☐ NV
- ☐ NY
- ☐ OH
- ☐ OK
- ☐ OR
- ☐ PA
- ☐ PR
- ☐ RI
- ☐ SC
- ☐ SD
- ☐ TN
- ☐ TX
- ☐ UT
- ☐ VA
- ☐ WA
- ☐ WI
- ☐ WV
- ☐ WY

10. **Zipcode:** *

11. **Email:**

*

Please enter the best email where members of the NLRC can reach you.

12. **Primary Phone:** *

13. **Secondary Phone:**

14. **Country of Residence:** *

WORK INFORMATION

If you are not working at this time, please indicate not applicable (N/A) on the questions below.

15. **Company Name:** *

16. **Job Title:** *

17. **Work Phone:**

18. Work Email:

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.

19. Please select all options that best describe your role in PTA: *

Check all that apply.

- ☐ Parent
- ☐ Teacher
- ☐ Kin/Non-Parent Relative
- ☐ Guardian
- ☐ School Administrator
- ☐ Student
- ☐ Supporter
- ☐ Other: _____

20. **Age: ****Mark only one oval.*

- ☐ Under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65-74
- ☐ 75+
- ☐ Prefer not to answer

21. **Gender ****Mark only one oval.*

- ☐ Male
- ☐ Female
- ☐ Transgender
- ☐ Non-Binary
- ☐ Prefer Not to Answer
- ☐ Other: _____

22. Ethnicity: *

Please select all that apply from the list below.

Check all that apply.

- ☐ Asian
- ☐ Black/African American
- ☐ Caucasian/White Non-Hispanic
- ☐ Hispanic/Latino
- ☐ Native American or Alaskan Native
- ☐ Prefer Not to Answer
- ☐ Pacific Islander
- ☐ Other: _____

23. Please check all languages in which you are proficient, entering any not listed in the Other field:

Check all that apply.

- ☐ English
- ☐ Spanish
- ☐ French
- ☐ Chinese
- ☐ Korean
- ☐ German
- ☐ Other: _____

COVER LETTER AND RESUME INFORMATION

Please note that the following response fields each have a maximum character limit listed. If desired, you can create your responses in a Word document and copy and paste them in these fields. If you do not have anything to list under a certain field, please enter N/A.

24. **Please enter a cover letter that shares your reasons to be considered for the position you indicated, as well as the skills and expertise you would bring to the position.** *

There is a 5000 character limit for this response field, including spaces

25. **Personal and Professional Information:** *

Please summarize your personal and professional information below in bulleted format. For example:

- Marketing Executive, XYZ Marketing, 2020-Present*
- Community Relations Manager, ABC Books and Music, 2005-2020*
- Mom of 2 kids ages 18 and 16*

There is an 1800 character limit for this response field, including spaces.

26. Current PTA Involvement:

*

Please summarize your current PTA involvement below in bulleted format. For example:

- Member, XYZ Elementary School PTA, 2010-Present*
- Local Unit President, XYZ Elementary School PTA, 2021-Present*
- Treasurer, ABC District PTA, 2022-Present*

There is an 1800 character limit for this response field, including spaces.

27. Previous PTA Involvement:

*

Please summarize your previous PTA involvement below in bulleted format. For example:

- Member, XYZ Middle School PTA, 2015-2018*
- Local Unit Vice President, XYZ Elementary School PTA, 2020-2021*
- Secretary, ABC District PTA, 2020-2022*

There is an 1800 character limit for this response field, including spaces.

28. Current Community Service:

*

Please summarize your current community service below in bulleted format. For example:

-Assistant Scout Master, Troop 123, 2021-Present

-Volunteer, ABC Library, 2022-Present

There is an 1800 character limit for this response field, including spaces.

29. Honors and Awards:

*

Please summarize any honors and/or awards you've received below in bulleted format. For example:

-Lifetime Member Award, Your State PTA, 2021

-Volunteer of the Year, XYZ Community Center, 2022

There is an 1800 character limit for this response field, including spaces.

INTERESTED POSITIONS

30. I wish to be considered as a Nominating and Leadership Recruitment Committee Member (3-year term, 2 positions available): *

Check all that apply.

☐ Yes

☐ No

LEADERSHIP EXPERIENCE

31. Please describe any work you have done with your state PTA leadership or other national organizations that would move National PTA's 2021-2026 Strategic Plan forward. *

There is an 1800 character limit for this response field, including spaces.

32. 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. *

There is an 1800 character limit for this response field, including spaces.

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. The NLRC Competencies are:

- **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

33. *Please select the top three areas from the Nominating and Leadership Recruitment Committee Competencies listed above as they apply to you:* *

Check all that apply.

- ☐ Integrity
- ☐ Strategic/Visionary
- ☐ Communication Expertise
- ☐ Governance Knowledge
- ☐ Talent Cultivation
- ☐ Collaboration and Consensus Building
- ☐ Diversity and Inclusion
- ☐ Results Oriented

REFERENCES

List three (3) professional and/or PTA references and one alternate reference 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 for which you have applied.

REFERENCE 1

- Please include both an email address and a preferred telephone number to aid in reaching interviewees.
- Please do not include members of the Nominating and Leadership Recruitment Committee, National PTA Elections Committee, current National PTA officers, 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.

34. **First Name of Reference 1:** *

35. **Last Name of Reference 1:** *

36. **Phone** *

37. **Email** *

38. **Please detail your relationship to Reference 1: ***

REFERENCE 2

- Please include both an email address and a preferred telephone number to aid in reaching interviewees.
- Please do not include members of the Nominating and Leadership Recruitment Committee, National PTA Elections Committee, current National PTA officers, 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.

39. **First Name of Reference 2: ***

40. **Last Name of Reference 2: ***

41. **Phone: ***

42. **Email: ***

43. **Please detail your relationship to Reference 2: ***

REFERENCE 3

- Please include both an email address and a preferred telephone number to aid in reaching interviewees.
- Please do not include members of the Nominating and Leadership Recruitment Committee, National PTA Elections Committee, current National PTA officers, 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.

44. **First Name of Reference 3: ***

45. **Last Name of Reference 3: ***

46. **Phone: ***

47. **Email: ***

48. **Please detail your relationship to Reference 3: ***

ALTERNATE REFERENCE

- *This reference will be contacted if the NLRC is unable to reach one of your other references.*
- *Please include both an email address and a preferred telephone number to aid in reaching interviewees.*
- *Please do not include members of the Nominating and Leadership Recruitment Committee, National PTA Elections Committee, current National PTA officers, 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.*

49. **First Name of Alternate Reference: ***

50. **Last Name of Alternate Reference: ***

51. **Phone: ***

52. **Email: ***

53. Please detail your relationship to the Alternate Reference: *

NATIONAL PTA COMMITTEE INTEREST

While all 2023-2026 National PTA Committee roles are currently filled, we are always looking to build our list of interested volunteer leaders. If you would like to be notified of any future positions, join our [email list](#).

PTA MEMBERSHIP VERIFICATION

- 54. I acknowledge that I have reviewed and agree with PTA's vision, [mission](#), [values](#), [strategic initiatives](#), and [purposes](#), and that I am currently a 2023-24 PTA member. ***

Mark only one oval.

☐ Yes

☐ No

I am a member of the following local PTA unit:

Please enter the name, city, and state of the local PTA unit where you currently hold membership in the fields below.

- 55. Local PTA Unit Name: ***

56. **Local PTA Unit City:** *

57. **Local PTA Unit State:** *

SUBMITTING YOUR LETTER OF INTEREST

58. **I certify that the information I have given in this Letter of Interest is complete and correct. I understand my failure to provide complete, accurate and truthful information can disqualify me from consideration for National PTA leadership roles.** *

Please acknowledge that you have read and understood this statement by entering your full name in the field below as your electronic signature:

Please remember the following:

- You **MUST** click the **SUBMIT** button below to successfully submit your application.
- Your submission must be time-stamped **ON OR BEFORE SUNDAY, OCTOBER 1, 2023 at 11:59 PM EDT/EST.**
- You will receive an email confirmation and summary of your LOI responses from forms-receipts-noreply@google.com following submission. If you don't receive an email confirming your LOI submission, please contact LeadershipRecruitment@PTA.org within five (5) days of the submission.
- If you have any questions, please contact LeadershipRecruitment@PTA.org.
- Please forward the link to this online form to your constituents, local units, councils, PTA friends and other qualified individuals.

This content is neither created nor endorsed by Google.

Google Forms

