

Dear PTA Leader:

West Virginia PTA is currently seeking interested PTA members to join its team! The 2017- 2019 Leadership Team will be comprised of elected officers and at-large member, appointed board members, and appointed non-board members that will serve on various committees.

Being a member of the West Virginia PTA Leadership Team can happen in various ways that could be within your interest and skills, in order to support West Virginia PTA. You might be new to the state level and are interested in exploring leadership opportunities or would like to work on a specific project or committee. It is our goal to recruit new leaders from around the state who want to get to know state leadership and work on behalf of all children and families.

As a member of the West Virginia PTA Board of Managers, individuals will serve as a committee chair and a voting member of the Board. Meetings are usually held on the weekend (Friday evening to Sunday morning) in July, October, and January. Additionally, the annual convention is held in April/May at which time Board members participate in the convention and pre- and post-convention Board meetings.

A listing of the available Board of Manager positions and special committees is included in this application packet. **The deadline for applications is May 15, 2017.** For additional information, please feel free to contact Kathy Parker, West Virginia PTA president-elect at (304) 476-6002 or [presidentelect@westvirginiapta.org](mailto:presidentelect@westvirginiapta.org).

No matter your decision, I know you have many talents and areas of experience that you would like to explore with West Virginia PTA. After the executive committee approves the positions appointed by the president, all candidates will be notified in mid-June. We will have a great summer leadership training to gain more knowledge and training for all aspects of West Virginia PTA. It is our goal to include everyone (board members and committee members), because it will take all of us working together to make our mission a reality. This will be a valuable time for not only leadership training, but a time to get to know fellow leaders and to hit the ground running for the year. More specific information will be shared with all board members once the Leadership Team has been approved by the executive committee.

Please consider becoming a part of the West Virginia PTA Leadership Team. My goal during my presidency is to work closely with local units and provide them with as many resources as possible to make them a success. If you have questions, would like additional information, or would like a digital copy of the application, please feel free to contact me. As always, you may contact me at any time to discuss how we can work together to fulfill our goal of making every child's potential a reality.

Sincerely,



Kathy Parker  
West Virginia PTA  
President-Elect  
2015-2017

**BOARD OF MANAGERS POSITIONS**

***Additional information about Board of Managers positions:***

*Other than the elected officers and at-large member, all Board of Managers positions are appointed by the President and approved by the Executive Committee for two (2) year terms. Each person approved will serve as the Chairperson of their committee and will work on various projects to further the mission and strategic plan of the West Virginia PTA. All Board of Managers positions have a vote on the West Virginia PTA. As voting members, you are required to attend West Virginia PTA Board of Managers meetings, which are typically held in July, October, January, and the annual convention. At meetings, you will report to the Board on the work your committees have completed. Your committees may not always be able to meet in person due to volunteers participating from all over the state. Therefore, you may need to communicate by video or telephone conferencing or email communications to complete the necessary work of your committee.*

**ARTS IN EDUCATION CHAIR** – Shall chair the Arts in Education Committee. The committee will promote and encourage involvement in the arts and will coordinate the West Virginia PTA Reflections program. The responsibilities of the committee also include keeping informed of issues concerning fine arts and distributing information to the membership. The Arts in Education Committee will also encourage observance of programs such as Music in Our Schools and Youth Art Month.

**CHILDREN WITH SPECIAL NEEDS AND DISABILITIES CHAIR** – Shall coordinate workshops throughout West Virginia to promote the Special Artists Division of the National PTA Reflections program. They will provide information to the marketing committee for the State PTA website to give additional resources to these families and will serve on the legislative committee to support initiatives for children with special needs and disabilities.

**MARKETING/PUBLIC RELATIONS CHAIR** – Shall chair the Marketing Committee. The committee will be responsible for the bi-monthly bulletin, resource library, website, and social media content including Facebook and Pinterest in collaboration with the President. The objectives of the Marketing Committee are to strengthen the visibility of the PTA and to enhance communication from West Virginia PTA to local unit members.

**CONVENTION CHAIR** – Shall chair the Convention Committee and will be the point person for the planning of the Annual West Virginia PTA Convention in 2016 and 2017. This is a highly anticipated event for PTA members throughout the state to receive training, conduct the business of the Association, visit with vendors and network with individuals across West Virginia.

**EXTENSION CHAIR** – Shall chair the Extension Committee and will be responsible for development of the annual Extension Plan which identifies priorities and works to bring PTA into communities through West Virginia that are underserved by PTA. The Extension Plan identifies priorities and goals for yearly progress and is approved by the Board and submitted to National PTA. The chair will also oversee the Passport to Leadership Program. Regional directors will also serve on this committee.

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**HEALTH AND SAFETY CHAIR** – Shall chair the Health and Safety Committee which will be responsible for the Student Healthy Recipe Contest and supporting other National PTA family-oriented programs including Healthy Lifestyles Month, Fuel Up to Play 60, Kids Cook Monday, and Improving Energy Balance. The responsibilities of the committee include keeping PTA members informed of issues concerning health and safety, childhood obesity, physical activity, food allergies, as well as distributing information in an appropriate manner to the membership.

**OFFICE COORDINATOR** – Shall be responsible for day-to-day operations of the West Virginia PTA office in Parkersburg.

**PARENT AND FAMILY ENGAGEMENT CHAIR** – Shall chair the Parent and Family Engagement Committee and will be responsible for supporting the PTA Standards for Family-School Partnerships. The Chair will work closely with the committee to promote male involvement and support parent and family engagement programs endorsed by National PTA including the PTA MORE Alliance (Men Organized to Raise Engagement). The committee will also work to promote Take Your Family to School Week, Family Reading Experience powered by Kindle, and foster parent and family engagement ideas to our local units.

**REGIONAL DIRECTORS** – Shall provide direct services to local units and are the link between the state and the local PTA. Regional Directors provide resources, and help local leaders and units with their needs. They will also be responsible for any and all trainings provided to local units in collaboration with the President.

**RESOURCE DEVELOPMENT CHAIR** – Shall serve as chair of the Resource Development Committee and will be responsible for identifying new funding sources for West Virginia PTA through non-dues revenue such as donors, endowment fund, and/or grants. By identifying new funding for the Association, the committee will ensure the future of the West Virginia PTA.

**SCHOLARSHIP CHAIR** – Shall coordinate the WV PTA Scholarship program and chair the Scholarship Committee consisting of Board of Managers members. The Chair will be in charge of the annual scholarship auction held at the state convention which raises funds for the West Virginia PTA scholarship fund.

**YOUTH MEMBER** – Shall chair the Youth Involvement Committee. Please contact the West Virginia PTA Office for detailed information and application.

**Thank you on behalf of West Virginia PTA for considering involvement on the Board.**  
**We cannot complete our mission without volunteers like you! If you would like to help serve on any of the above-mentioned committees and not participate on the Board of Managers, please fill out the “Committee Member” section on the application.**

## **SPECIAL COMMITTEES**

**Additional Information about Special Committees:**

*Special Committees are additional committees that work with Board of Managers members on various projects to further the mission and Strategic Plan of the West Virginia PTA. Committee members are not required to attend West Virginia PTA Board of Managers meetings and they do not have a vote on the Board. Their work can be done on the individuals own time and simply report to the appropriate chairperson of their committee. Committee meetings may be held by video or telephone conferencing, or by email communications set forth by the individual committee chair. This is a wonderful opportunity to use your strengths in these areas to contribute to West Virginia PTA without needing to attend Board meetings!*

**EDUCATIONAL/FINANCIAL OUTREACH COMMITTEE** – The objectives of the Educational and Financial Outreach Committee are to identify scholarships that are available to West Virginia students and provide information to the Communications Chair for the West Virginia PTA website. Chaired by the Treasurer, the committee will provide information about financial programs in West Virginia, such as SMART 529, and any programs which support higher education and financial assistance opportunities for our students.

**HISTORICAL PRESERVATION COMMITTEE** – The objective of the Historical Preservation Committee is to preserve the history of West Virginia PTA. This committee may include past PTA presidents and Board of Managers members that will collect valuable pieces of our history and share insight and information about West Virginia PTA at our annual convention.

**LEGISLATIVE COMMITTEE** – The objectives of the Legislative Committee are to provide advocacy for the PTA public policy program at the local, state and national levels. Chaired by the President-Elect, this committee develops resolutions for consideration by the membership and advocates for the policies of PTA. The Special Needs Chair serves on this committee.

**YOUTH INVOLVEMENT COMMITTEE** – The Youth Involvement Committee is comprised of youth in grades 6-12 who are interested in promoting the importance of students in the role of PTA's today. The West Virginia PTA Board of Managers will gain a new perspective for program development, as well as acquire a better understanding of the youth of today by listening to ideas and suggestions presented by this committee. This will provide these students the opportunity to make a difference by developing leadership skills, learning about the legislative process and increasing their self-esteem by our supporting their contributions to West Virginia.

**Thank you on behalf of West Virginia PTA for considering involvement in these committees.**  
**We cannot complete our mission without volunteers like you!**

**APPLICANT'S INFORMATION**

Full name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apt. Number

City State Zip Code

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

County: \_\_\_\_\_ Local Unit Name: \_\_\_\_\_

**I WOULD LIKE TO SERVE THE WEST VIRGINIA PTA! Please select one or more ways you would like to serve.**

☐ **BOARD MEMBER POSITION**

**Please select the positions for which you wish to be considered and rank in order if more than one position is selected**

- ☐ \_\_\_ Arts in Education Chair
- ☐ \_\_\_ Children with Special Needs and Disabilities Chair
- ☐ \_\_\_ Marketing/Public Relations Chair
- ☐ \_\_\_ Convention Chair
- ☐ \_\_\_ Extension Chair
- ☐ \_\_\_ Health and Safety Chair
- ☐ \_\_\_ Office Coordinator
- ☐ \_\_\_ Parent and Family Engagement Chair
- ☐ \_\_\_ Regional Directors
- ☐ \_\_\_ Resource Development Chair
- ☐ \_\_\_ Scholarship Chair
- ☐ \_\_\_ Youth Member – Contact WVPTA Office for specific application

**COMMITTEES (Do not have a vote on Board)**

**Please select the committees for which you wish to be considered.**

- \_\_\_ Arts in Education Committee
- \_\_\_ Marketing/Public Relations Committee
- \_\_\_ Convention Committee
- \_\_\_ Educational/Financial Outreach Committee
- \_\_\_ Extension Committee
- \_\_\_ Health and Safety Committee
- \_\_\_ Historical Preservation Committee
- \_\_\_ Legislative Committee
- \_\_\_ Parent and Family Engagement Committee
- \_\_\_ Resource Development Committee
- \_\_\_ Youth Involvement Committee

**Please provide the following information (additional space may be used or attach a resume: )**

Please list any PTA or other experiences that are relevant to being a member of the West Virginia PTA Board of Managers or Committee

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Please list any education, training, or skills you would provide to the West Virginia PTA Board of Managers or Committees

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Please tell us anything else you would like to share

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**SUBMIT YOUR APPLICATION BY MAY 15, 2017,  
WEST VIRGINIA PTA OFFICE, PO BOX 3557, PARKERSBURG, WV 26103.  
PLEASE EMAIL KATHY PARKER AT [PRESIDENTELECT@WESTVIRGINIAPTA.ORG](mailto:PRESIDENTELECT@WESTVIRGINIAPTA.ORG)  
TO NOTIFY THAT THE APPLICATION WAS SENT.**