

Miami-Dade County Council



CALL FOR NOMINATIONS

(Recommendations for Nominees for Miami-Dade County Council Officers)

The bylaws of the Miami-Dade County Council PTA/PTSA provide that each local PTA/PTSA unit in membership with the Council, and each member of the Council Executive Board, may submit recommendations of names to be considered for the slate of officers. Only members of a local PTA/PTSA whose national, state and council dues are current shall be eligible to hold office or serve on a council committee. This year, the Bylaws of the County Council have been revised, and approved, to state that all positions beginning with the 2018 election will be for **2- year terms**.

Miami-Dade County Council is seeking individuals for the following leadership positions **to be elected at the April 30, 2020 General Meeting**. The Miami-Dade County Council Executive Committee consists of the positions listed below.

PLEASE FILL IN THE NAME OF THOSE YOU WOULD LIKE TO NOMINATE FOR EACH POSITION.

President _____

Vice President of Advocacy & Legislation _____

Vice President of Regions and Local Units _____

Vice President of Education _____

Vice President of Organization _____

Recording Secretary _____

Corresponding Secretary _____

Treasurer _____

North Region Coordinator _____

Central Region Coordinator _____

South Region Coordinator _____

In addition, Miami-Dade County Council is looking for individuals who are interested in serving on one, or more, of the following Committees. Several Council Committees are listed below. *(These are not elected positions. This is simply a way of informing the incoming President and Executive Committee that you are interested in joining the Council)*

- Advocacy/Legislation
- Awards
- Cultural Arts
- Diversity
- Early Education
- Event Planning
- Exceptional Child
- Family/Community Engagement
- Health/Wellness
- Juvenile Justice
- Membership
- Newsletter
- Student Involvement

I am interested in serving on the _____ Committee

I am interested in serving on the _____ Committee

I am interested in serving on the _____ Committee

Name: (Please Print) _____

E-mail: _____

Mobile Phone: _____ Home Phone: _____

School: _____

NOTE: THIS PAGE CAN EITHER BE INCLUDED WITH YOUR NOMINATIONS OR EMAILED TO: NOMINATE@MDCCPTA.NET

PLEASE READ THE FOLLOWING MATERIALS CAREFULLY

Attached are brief descriptions of responsibilities for the elected officer positions and a Letter of Intent form.

All materials **MUST** be received at the Miami-Dade County Council office on or before Monday, March 2, 2020 at 5:00PM. Mail all materials to the attention of the Nominating Committee. Faxes will **NOT** be accepted.

All recommendations for nominees shall be handled in the following manner:

- On this form or on a plain sheet of paper, list the names you wish to recommend.
- When recommending someone not currently serving as an officer, please include the individual's resume.
- Place recommendations, including qualifications if necessary, in a plain envelope and seal.
- Place sealed envelope inside a second envelope on which you identify the name of the your local PTA/PTSA or your Council office.

Mail recommendations postmarked **no later than March 2, 2020** to:

Chair of the Nominating Committee
Miami-Dade County Council PTA/PTSA
P.O. Box 10309
Miami, FL 33101

Or drop off to
School Board Admin Bldg
Room 103

Candidates planning to run from the floor shall submit a letter of intent to serve, and a resume, fifteen (15) days prior to the election to the Nominating Committee Chair, who shall acknowledge the receipt of the information from the candidate in writing.

Questions? Please email: nominate@mdccpta.net

LETTER OF INTENT

(To be submitted if nominating yourself for a position)

Name _____

Address _____

City _____ Zip _____

Telephone: Home _____ Cell _____

E-mail _____

If applicable, Company Name _____

Work Title _____ Work E-mail _____

Company Address _____

City _____ State _____ Zip _____

Telephone: Work _____ I may be contacted at work _____

I wish to be considered for the following position (all are for a 2 year term).

_____ President

_____ Vice President of Advocacy and Legislation

_____ Vice President of Education

_____ Vice President of Organization

_____ Recording Secretary

_____ Corresponding Secretary

_____ Treasurer

_____ North Region Coordinator

_____ Central Region Coordinator

_____ South Region Coordinator

NOTE: If you have not, or are not currently serving on the Council Board, please include a resume with this Letter of Intent.

ELECTED OFFICER POSITION DESCRIPTIONS (In Brief)

The President shall:

1. Coordinate work of special committees.
2. Serve as a Council delegate with expenses paid to:
 - National PTA Convention
 - State PTA Leadership Conference
 - State PTA Convention
 - State PTA Legislative Conference and all other conferences of direct concern to the PTA Council.
3. Designate specific duties to the Vice-President(s).
4. Present a written report of Council activities to the FPTA.
5. Approve newsletter items and final copy before printing.
6. Approve, with the Treasurer, items submitted for expenditures.
7. Present an annual report at a general meeting before the end of the fiscal year.
8. Maintain a written Plan of Work to be included in the procedure book to be given to the Council office.
9. Review Plans of Work of the Executive Committee for presentation and approval at the August Board Meeting.

The Vice President of Advocacy and Legislation shall:

1. Serve as an aide to the President and keep the President informed of all activities
2. Be responsible for all courtesies to the President.
3. Serve on the Awards and Recognition Event Committee.
4. Serve as a member of the Budget, Finance and Scholarship Committees.
5. Review plans of work for their respective committee chairs and liaisons for presentation and approval at the August Executive Board meeting.
6. Submit a procedure book to the Council office.

The Vice President of Regions and Local Units shall:

1. Serve as an aide to the President.
2. Coordinate the work of the Region Coordinators and the Feeder Pattern Representatives and keep the President informed of such activities.
3. Hold a training session for Region Coordinators and Feeder Pattern Representatives.
4. Facilitate the Fall Leadership Workshop.
5. Review the Plans of Work of the Region Coordinators and their respective committee chairs and liaisons for presentation and approval at the August Board Meeting.
6. Serve as a member of the Budget, Finance and Scholarship committees.

7. Maintain an updated list of local units in conjunction with the Corresponding Secretary.
8. Facilitate the New Officers Workshop.
9. Submit a procedure book to the Council office.

The Vice President of Education shall:

1. Serve as an aide to the President.
2. Coordinate the work of standing committees on education and keep the President informed of such activities.
3. Review Plans of Work for their respective committee chairs and liaisons for presentation and approval at the August Executive Board meeting.
4. Serve as a member of the Budget, Finance and Scholarship committees.
5. Submit a procedure book to the Council office.

The Vice President of Organization shall:

1. Serve as an aide to the President.
2. Coordinate the committees on organization and keep the President informed of such activities.
3. Review Plans of Work for their respective committee chairs and liaisons for presentation and approval at the August Executive Board meeting.
4. Facilitate the Founders' Day event.
5. Facilitate the Awards and Recognition Event
6. Serve as a member of the Budget, Finance and Scholarship committees.
7. Submit a procedure book to the Council office.

The Recording Secretary shall:

1. Keep on file an updated roster of local PTA's and PTSA's, the names of local PTA and PTSA Presidents, and the names of Council Executive Board members as provided by the Corresponding Secretary.
2. Keep on file a state-approved copy of the Bylaws and currently adopted Policies and Procedures.
3. Keep on file copies of approved Plans of Work of all Council committees.
4. Send copies of all minutes to the President within seven days following the meeting.
5. Confer with the President on the preparation of the Agenda.
6. Provide ballots required for written votes; keep ballots and teller's reports for six months, unless ordered to destroy.
7. Submit a procedure book to the Council office.
8. Keep on file Treasurer's reports and audit reports.

The Corresponding Secretary shall:

1. Send notices of Board meetings to the Executive Board members and notices of General meetings to local units and Council Board members.
2. Maintain, in conjunction with the VP of Regions and Local Units, an accurate roster of local units, which includes current Presidents, a copy of which shall be forwarded to the State PTA office in June.
3. Maintain an accurate current list of names and addresses of the members of the Executive Board.
4. Send a formal notice announcing the name of the newly elected President to cooperating agencies.
5. Be responsible for distribution of communications to local units and Board members.
6. Submit a procedure book to the Council office.

The Treasurer shall:

1. Serve as a member of the Budget and Finance committee.
2. Keep an itemized account of budgeted items available to the President and the Executive Board.
3. Recommend depositories for Council funds.
4. Keep an active credit card in the name of the council. The Treasurer and the President shall be the designated signors on the credit card.
5. Approve with the President items submitted for expenditures.
6. Receive and disburse all monies collected for Council-sponsored activities.
7. Serve on the Scholarship committee.
8. Disburse funds upon presentation of a proper receipt or appropriate motion adopted by the Executive Board of Council assembly.
9. Review on a monthly basis all transactions on all accounts, to report to the Executive Board.
10. Submit a procedure book to the Council office.

The Region Coordinator(s) shall:

1. Coordinate the work of the Feeder Pattern Representatives in the respective regions and keep the President and the Vice President of Regions and Local Units informed of such activities.
2. Act as liaison between Council and respective school PTA's and the Region administration.
3. Coordinate training workshops in their region.
4. Submit to the coordinating Vice President a written Plan of Work to be approved at the August Board meeting and included in the procedure book to be filed in the Council office.