

Massachusetts
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Letter of Interest

Name:	PTA/PTSA Unit:
Address:	City/State/Zip:
Email Address:	Phone Number:

I wish to be considered for the following position(s): Massachusetts PTA Board of Directors

Executive Committee Positions		Chair Positions	
	President-elect (note: a minimum of two years served on the board required before you may be considered for this position)		Advocacy
	Vice President of Leadership		Communications
	Treasurer		Corporate Partnerships
	Secretary		Diversity & Inclusion
			Health, Safety & Wellness
			Membership
			Reflections
			Special Education
			6 Regional Liaisons- 1 per region

Please include a brief description of the skills and expertise you bring to the Massachusetts PTA for the position(s) for which you wish to be considered.

What are your special PTA areas of interest or concern?

Three areas of importance for the Massachusetts PTA:

- Increasing its effectiveness in advocacy for children; and
- Expanding and enhancing programs and service to PTA leaders; and
- Increasing and retaining membership.

How would you help us to accomplish these goals?

I consent to have my name placed in nomination for the above-mentioned position(s).

Signature

Date

* You may email your brief description to J.COOGAN@masspta.org.

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Letter of Interest

I wish to be considered for the following committee position(s): _____

Name:	PTA/PTSA Unit:
Address:	City/State/Zip:
Email Address:	Phone Number:

Committee on the Massachusetts PTA Board I am interested in: _____

Committee on the Massachusetts PTA Board I am interested in chairing: _____

Advocacy	Corporate Partnerships	Nominations	
Awards/Convention	Diversity & Inclusion	Reflections	
Budget	Health, Safety & Wellness	Special Education	
Communications	Membership	Youth	

Please include a brief description of the skills and expertise you bring to the Massachusetts PTA for the position(s) for which you wish to be considered.

What are your special PTA areas of interest or concern?

Three areas of importance for the Massachusetts PTA:

- Increasing its effectiveness in advocacy for children; and
- Expanding and enhancing programs and service to PTA leaders; and
- Increasing and retaining membership.

How would you help us to accomplish these goals?

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Job Descriptions

(Massachusetts PTA Board of Directors)

Note: Expect two to five hours per week to complete Massachusetts PTA work.

There is something for everyone!!

This is an opportunity for you to develop new talents or strengthen old ones. You will have the opportunity to network with leaders and members throughout MA in virtual and face-to-face meetings. Gain insights that will help you in your own community and obtain a bigger picture of how the MA PTA enhances all of Massachusetts as well. It is a great opportunity to serve and have fun!

A brief explanation of Job Descriptions

The President-Elect shall:

- Perform the duties of President in case of their absence or inability to serve;
- Assist the President and Represent the President upon request;
- Serve as the advisor to the Youth Committee
- Encourage leadership training programs increasing communication with others;
- Assume the duties of the Annual State Convention Chair;
- Implement resource materials that promote growth and development of effective leadership at every level of PTA, provide training, help and support to local leaders;
- Oversee the work of all committees.

Vice President for Leadership shall:

- Promote and coordinate the state membership program;
- Coordinate membership activities and work with the membership chair to recruit and retain members;
- Give a membership report at each Board of Directors' Meeting;
- Take actions to notify units of good standing according to the procedures outlined in the standing rules;
- Arrange for membership awards and present awards and distribute certificates and prizes to those not in attendance.

Treasurer shall:

- Have custody of the funds;
- Prepare a financial report for each Board of Directors' Meetings;
- Have a basic understanding of bookkeeping and accounting procedures;
- Serve as chairperson of the Budget Committee;
- Prepare the books for the annual audit.

Secretary Shall:

- Record minutes of the Massachusetts PTA Convention, Board of Directors' Meetings, Executive Committee Meetings, and special meetings;
- Type minutes, attaching all reports and such other materials as necessary and distribute to the Board of Directors within 2 weeks of the meeting;
- Assist other board members with duties on an as-needed basis to fulfill the work and mission of PTA

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Job Descriptions

(Massachusetts PTA Committee Members)

Note: Expect two to five hours per week to complete Massachusetts PTA work.

Please note: each committee chair should submit a committee report to the Board of Directors at each meeting. This may not be discussed at each meeting due to time constraints, but this ensures each committee is accomplishing their duties that assist the Massachusetts PTA in fulfilling the mission of PTA- to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

These are not full committee descriptions and goals. Please refer to the website: www.masspta.org for more details!

Advocacy Chairperson and Committee shall:

- Promote the Massachusetts PTA advocacy efforts;
- Identify statewide education issues;
- Recommend positions on education issues and develop position statements;
- Testify on education issues as requested;
- Develop articles for the newsletter or informational brochures to inform parents about educational concerns;

Budget Chairperson (Treasurer) and Committee shall:

- Prepare a proposed draft of the annual budget (The draft shall be completed by the Annual Meeting of each year);
- Ensure that the Massachusetts PTA and all local units stay up-to-date on audits and 990 reports each year

Convention Chairperson (President-Elect) and Committee shall:

- Work with the Board of Directors to plan and execute the Massachusetts PTA Annual Convention.
- Review and select award recipients, with the help of the Vice President of Leadership

Communications Chairperson and Committee shall:

- Work on improving and updating the Massachusetts PTA website;
- Help draft the monthly Massachusetts PTA e-newsletters;
- Connect with other committee chairs to develop newsletter content;
- Work with Membership Committee to research local unit websites and social media presence;
- Help with the transition of online membership reporting via MemberHub

Corporate Partnership Chairperson and Committee shall:

- Put together a sponsorship recruitment packet and make connections with current and future sponsors;
- Connect with National PTA regarding companies that are National sponsors;
- Keep the entire Board of Directors aware of new and current sponsors;
- Work with other committee chairs for their specific sponsorship needs

Diversity Chairperson and Committee shall:

- Identify and research statewide Diversity issues;
- Recommend positions on diversity issues and develop position statements and work with other committees as needed;
- Work with local units to develop minority leaders

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Job Descriptions

(Massachusetts PTA Committee Members)

Note: Expect two to five hours per week to complete Massachusetts PTA work.

Health & Wellness Chairperson and Committee shall:

- Identify and research statewide health and safety issues;
- Promote PTA awareness of action regarding children's health and safety needs;
- Keep abreast of trends affecting health and safety issues, including pending legislation and attend related seminars and conferences when able;
- Promote and advocate for all Massachusetts Children and Families to have access to affordable and appropriate health care and knowledge;
- Stay involved in the promotion and implementation of health programs, on Immunization and HPV through education, community, family and child- oriented programs, collaborations and partnerships;
- Encourage and support all efforts to ensure that all Massachusetts Children and Families have the healthiest nutrition and healthy eating education in their schools, in their homes and community programs that address the issues of childhood obesity and food insecurities;
- Promote, encourage and assist Healthy Exercise and Fitness within the home, the schools and communities

Membership Chairperson and Committee shall:

- Promote and coordinate the state membership program;
- Coordinate membership activities and work with the Vice President of Leadership to recruit and retain members;
- Take actions to notify units of their good standing according to the procedures outlined in the standing rules;
- Work with Communications Committee to research local unit websites and social media presence;
- Arrange for membership awards and distribute certificates and prizes to those not in attendance

Nominations Chairperson and Committee shall:

- Select at least one nominee for each office to be filled at the Convention of the Massachusetts PTA;
- Present to the Board of Directors nominations for offices in which vacancies occur during the term of office of the committee

Reflections Program Chairperson and Committee shall:

- Prepare the Reflections Handbook for annual distribution to all the local units;
- Coordinate judging of the awards
- Compile forms to be sent to National PTA and mail winning entries to National PTA electronically;
- Notify unit Presidents of winners;
- Arrange the Reflections display at the Massachusetts PTA Convention;
- Present Reflections workshops or webinars

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Job Descriptions

(Massachusetts PTA Committee Members)

Note: Expect two to five hours per week to complete Massachusetts PTA work.

Regional Liaisons:

- Attend all meetings of the Board of Directors, un-less excused by the Presi-dent, and to serve on board commit-tees as assigned;
- Organize local PTAs and councils;
- Plan and conduct confer-ences as determined by the board of directors;
- Present PTA work to non-PTA groups;
- Keep in contact with PTAs to make sure the mission and vision of PTA is being fulfilled;
- Submit items for the Mas-sachusetts PTA Newslet-ter containing interesting work of local units;
- Visit each local PTA at least once, if possible, dur-ing term of office

Special Education Chairperson and Committee shall:

- Identifies and researches statewide special education issues;
- Keep abreast of trends affecting special education issues, including pending legislation and attend related seminars and conferences when able;
- Make connections with special education groups throughout Massachusetts

Youth Chairperson and Committee shall:

- Work to identify issues that are of interest of the youth of today;
- Work alongside the Advocacy and Health Chairs to advocate for children across the state

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The Massachusetts PTA is looking for parent representatives to sit on each of the following advisory councils. Please see descriptions below and email J.COOGAN@masspta.org if interested.

The Massachusetts Board of Elementary and Secondary Education Advisory Councils

The Board of Elementary and Secondary Education Advisory Councils were established by the Education Reform Act of 1993* to advise the Commissioner and the Board on matters relevant to their areas of focus in the development of education reform in Massachusetts. Each council meets 3-4 times per year at dates and locations determined by its members. Through diverse membership on each advisory council, the Commissioner and Board are able to draw on the perspectives and experience of a wide variety of constituents in order to strengthen public education. (* *With the exception of the Digital Learning Advisory Council that was mandated by the 2013 Act Establishing Commonwealth Virtual Schools.*)

All advisory council meetings are open to the public. Contact the council staff liaison to confirm dates, times, locations, and to request disability-related accommodations, if necessary.

List of Councils

- Adult Basic Education
- Arts Education
- Braille Literacy Advisory Council
- Digital Learning Advisory Council
- Educational Personnel
- English Learner/Bilingual Education Advisory Council
- Gifted and Talented Education
- Parent and Community Education and Involvement Advisory Council (PCEI)
- Racial Imbalance
- School and District Accountability and Assistance
- Special Education
- Student Advisory Council

For more information on each of the Councils listed above, please visit: <http://www.doe.mass.edu/bese/councils/> for a complete list of descriptions.

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