

Nominating Committee Information

Thank you so much for volunteering to be elected to our ISPTSA Nominating Committee. Here is a brief description of the responsibilities that are expected of those elected to a nominating committee position. Please find included in this notebook the WSPTA Nominating Committee Handbook for your reference.

“The charge of the nominating committee is to recognize and recruit the most qualified people available for elected PTA positions. Members of the nominating committee must be elected by the members of the local PTA or council and must be a local PTA member for at least 30 days before being elected. Committee work includes holding confidential meetings, reviewing nominations, and searching for the best qualified candidates for leadership roles in your PTA Executive Committee [President, President-Elect, Secretary, Treasurer(s), VP(s)]. Confidentiality is required, as committee members will hold honest discussions and must agree to announce only the names of the nominees, not the conversation around those choices or the names that were considered but not submitted for nomination.”

Candidates who have volunteered to be elected to the Nominating Committee will be elected by the General Membership at our January general membership meeting which will be at 6:30 pm in the International School Library. You will need to be present for the election.

The ISPTSA has a Nominating Committee Notebook with tools and resources the committee will need to be able to do their task. This will be handed over to a member of the Nominating Committee after the General Membership meeting in January. Once elected to the position of Nominating Committee member you and the other members can decide how best to go about your task. The Washington State PTA is also providing a Nominating Committee Webinar on Jan. 25th. To register visit <https://www.wastatepta.org/event/nominating-committee-webinar-2/>.

Shortly after the January election the ISPTSA President and the Nominating Committee should have a meeting to discuss the Nominating Committee’s timeline and when the report to the ISPTSA Board of Director’s (for review) and the General Membership will be due.

Rough Timeline

January 17th: Election of Nominating Committee Members

January to Early February: As soon as possible meet with President to solidify Committee Timeline (Please reference Nominating Committee handbook for example timeline)

Mid-March: Nomination Recommendation Forms due to the Nominating Committee (Example Nomination form included in committee notebook)

Late March: Report to current ISPTSA Board of Directors due for review before release to general membership

Early April: Nominating Committee Report submitted to Monday Messenger for Spring Membership Meeting Vote

Monday Messenger to announce candidates for office to general membership per WSPTA by-laws requiring 15 days before 2018-19 ISPTSA Board Elections. Submissions for Monday Messenger sent to news@isptsa.org.
Spring General Membership Meeting where candidates for offices for the 2018-19 ISPTSA Executive board will be elected

If you have any questions, please don't hesitate to contact the ISPTSA President.