

Nominating Committee - Third Meeting Agenda

School

PTA/PTSA Nominating Committee

(Date)

CANDIDATES FOR PTA/PTSA OFFICE

- Nomination Forms
- Candidate Contact List – Confirm interest

NOMINATING COMMITTEE INTERVIEWS

- Schedule for Interviews
(Dates: _____)
- Interview format and content
 - Interview questionnaire
 - Timing and summarizing results

COMMUNICATION and ORGANIZATION

- Nominating Committee Report and Minutes
- PTA/PTSA Meeting (Date: _____) Roles and Responsibilities
 - Contested Election (Ballots and Tellers)
 - Non-Contested Election
- Dissolution of the Nominating Committee
 - Committee serves until the Annual Election Meeting

WRAP-UP & CLOSING SUMMARY

NEXT MEETING - Interviews