

Nominating Committee Checklist

☐ Elect Nominating Committee At Association Meeting:

- ☐ Must be elected at least 60 days prior to annual election meeting
- ☐ Check number of members and alternates as listed in bylaws
- ☐ Verify eligibility of committee member nominees
 - ☐ Verify PTA membership
 - ☐ Check service on previous nominating committee

☐ Schedule Nominating Committee Meeting:

- ☐ Parliamentarian arranges date
- ☐ Principal included as advisor
- ☐ Alternate(s) called if elected member unable to attend

☐ Nominating Committee Meeting – Activities:

- ☐ Parliamentarian gives instructions (stays only if an elected member)
- ☐ Elects committee chairman
- ☐ Reviews officer positions and duties (in Bylaws and Standing Rules)
- ☐ **Prepares slate and checks that each nominee:**
 - ☐ Is a PTA member (see membership list)
 - ☐ Enthusiastic and supportive of PTA
 - ☐ Willing to serve as a board member
 - ☐ Has knowledge of the organization and its role in the school and in the community
 - ☐ Willing to give PTA a satisfactory level of priority and commitment, including attendance at monthly executive board meetings and association meetings
 - ☐ Able to work well with people
 - ☐ Understands the requirements for officers working with funds
- ☐ **Calls potential nominees and provides information on:**
 - ☐ Responsibilities of the position
 - ☐ Expectations for representation at council or district meetings
- ☐ **Schedules follow-up meeting if needed:**
 - ☐ Remind everyone that all discussions are confidential
 - ☐ Ensure committee members sign the Report of Nominating Committee

☐ Notify Membership Of Nominees At Least 28 Days Prior To Election Meeting