

# Document #1

## Nominating Committee Checklist

---



- Elect Nominating Committee at association meeting
- Must be at least 60 days prior to annual election meeting
- Check number of members and if alternate as listed in bylaws
- Verify eligibility (those from the general membership and those from the executive board) of committee member nominees
- Verify PTA membership
- Check service on previous nominating committee (if procedures have limits)
- Committee Chairman is elected by the committee
- Nominating Committee Chairman arranges date and place of meeting
- Alternate called to serve only if elected member unable to attend
- Committee meets
- Review officer positions and duties (Bylaws and Procedures)
- Prepare slate
- Each nominee must be a PTA member (membership list)
- Each nominee should have knowledge of the organization and its role in the school and in the community and willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings
- Nominating Committee Chairman calls potential nominees
- Include clear indication of responsibilities of the position
- Include any expected representation at region and council meetings
- Do not try to persuade a reluctant individual
- Do not try to “fill the board” just to have names in place
- Schedule follow-up meeting if needed
- Remind everyone that all discussions are confidential
- Send acceptance letters to nominees who have agreed to serve
- Committee members sign Nominating Committee Report
- Membership notified of nominees prior to election meeting- either two weeks or 1 month (notice made should inform members if a “two-day notice” of intent to run is in the bylaws)