

November 13, 2008

TO: Local Unit Presidents, Council Presidents, and Members of the Virginia PTA Board of Managers

FROM: Nominations and Leadership Development Committee
Anne Carson, Chairman

RE: Nominations for **Secondary PTA/PTSA Committee Chairman**

Nominations from all local-unit presidents, council presidents and members of the Virginia PTA Board of Managers are essential for selecting the most qualified individual for the available position. The Nominations and Leadership Development Committee is committed to an open process as we seek, recruit and develop leaders drawing from a statewide pool.

The Secondary PTA/PTSA Committee Chairman is a member of the Virginia PTA Board of Managers. The responsibilities of the committee include:

- Coordinate projects and programs designed to meet the special needs of middle school and high school local units and their teacher, parent and student memberships.
- Encourage development of programs and grants that focus on adolescent health, juvenile protection, parenting and transition issues that affect secondary students and their families.
- In conjunction with the Membership Committee, encourage PTSA's to actively recruit student members for involvement in the work of the PTSA and its activities, programs and projects.
- In conjunction with the Arts in Education Committee, encourage participation of middle school and high school students in the Reflections Program.
- Promote middle- and high school-student participation in special projects such as the Citizenship Essay Project and promote high school student participation in the Virginia PTA Scholarship Program.
- Encourage high schools to participate in the Virginia High School League academic and the Virginia Middle School Association writing and art competitions.

Responsibilities of the Secondary PTA/PTSA Committee Chairman include directing Secondary PTA/PTSA Committee activities, submitting appropriate reports, attending all state Board of Managers meetings and events, communicating to the *Vice President* and related committees about the committee's current issues and activities.

The chairman also needs to:

- Serve as liaison to the statewide After-Prom and After-Grad Party organization.
- Establish cooperating relationship with appropriate student leadership organizations.

- Promote the formation of PTSAs in high schools to provide membership and leadership opportunities to students in grades 9 through 12. Provide state-level assistance for the transition from PTA to PTSA.
- Assist the Vice President or assign a designee, to help coordinate and promote participation in the Virginia PTA/PTSA Citizenship Essay Project. Assist in forming an external ad hoc committee of non-board members to judge and select state winners from district entries.
- Serve on the internal ad hoc committee of the Virginia PTA/PTSA Scholarship Program to screen all applicants and an external ad hoc committee of non-board members to judge and select scholarship recipients.
- *Coordinate with committee members, the attendance and reports of the meetings of youth advocacy organizations and agencies.*

The ideal nominee should exhibit a keen interest in promoting Secondary PTA/PTSA issues in the PTA, and have experience, knowledge and/or interest with Secondary PTA/PTSAs. The nominee should also have strong interpersonal communication and written communication skills.

To make a nomination for the Secondary PTA/PTSA Chair position, please complete the enclosed nomination form. If making more than one nomination, please make copies and send a separate form with each nomination. The deadline for returning the completed form(s) is: December 19, 2008. Nominations must be **postmarked** by this date, and sent to the Virginia PTA office at:

Virginia PTA
 Nominations and Leadership Development Committee
 Attn: Anne Carson, Chair
 1027 Wilmer Avenue
 Richmond, VA 23227-2419

If you need further information on the requirements of this standing committee, please feel free to contact a member of the Nominations and Leadership Development Committee:

Rebecca Poma-Blue Ridge Region	<i>shenandoahdd@vapta.org</i>
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