



# LOVEJOY PTO

## NOMINATING COMMITTEE GUIDELINES

This packet includes:

- Guidelines for the committee
- Traits effective leaders demonstrate
- Bylaws on elections
- Pertinent SR with job description \*\*
- Confidentiality form
- Nominating committee report form

The Nominating Committee is a special committee that holds the key to a thriving and successful PTO. **Please read in full.**

**PREPARING** • Distribute a **confidentiality agreement** and secure the signatures of all committee members before any discussion takes place. • **Review the bylaws** relating to the duties of the nominating committee including timing. • April is election month. • Slate needs to be posted 7 days prior to election day. Determine the posting date. • Current best place to post slate is via email to members.

**RESPONSIBILITIES** • The purpose of the nominating committee is to recognize and seek qualified nominees for the elected leadership of the PTO. • The committee is responsible for presenting the best qualified nominee for each of the organization's **officer positions**. • Know what officer positions exist in your local. • Only these positions will be elected. • The committee may work to offer suggestions for the remaining **chair positions**. • Non officer roles will be appointed by the newly elected officers (not elected).

**MEETING** • Treat all discussion of the committee as **strictly confidential**. Reveal no names of anyone under discussion until the committee report is released according to established procedures. • Alternates do not attend meetings unless they are called to fill an original committee member's place. • Conduct the meetings only with a **quorum** (a majority of the committee members) present. • Only committee members can attend the meetings. • The committee may consult the school principal, **the PTO president**, and/or the council president, but **that person must not participate in the committee discussion**.

**SELECTION OF OFFICER NOMINEES** • Review officer **duties and traits of effective leaders** • Solicit **suggestions** for nominees from the membership, current board members and principal. • Give **careful consideration** to qualifications of candidates, choosing the best person for each position. Individuals currently serving in a position have priority to serve again. • Contact prospective candidates explaining the duties of that role. • Prospective candidates for officer positions should be knowledgeable about PTO, be willing to attend training, have a proven track record, have enthusiasm for the PTO mission and goals, and be willing to commit the time necessary for the position. • Allow time for a candidate to consider the position before asking for his or her decision. • Treat all candidates in a fair and consistent manner. • Select one nominee for each officer position. • **The committee should consult the current president or principal under which any candidate for officer is currently serving**. • Final selections are at the discretion of the committee. • All nominees must have consented to serve.

**BALANCED BOARD** • The committee may offer **suggestions** for the non-officer, chair positions. • Please work to suggest a board that is balanced with experienced and new members; members with younger and older children; for upper schools, members that represent all three elementary schools. • Look for individuals who

desire selfless service to the community. • Look for individuals who are well qualified for a particular role and willing to commit the necessary time.

**REPORT OF THE COMMITTEE** • Prepare a **written report** signed by all committee members listing one name for each officer position. • Publicize the report via regular publicity channels at least **seven** before the election meeting. • **Present the report** to the board for information only. The committee chair should present the report to the current PTO president, as a courtesy, prior to presentation to the board. • Present the report and provide a copy at the election meeting. • The committee chair will read the report.

## LEADERSHIP COMPETENCIES

Updated 4/26/22

Successful leaders are effective leaders. Think of some of the most effective PTO leaders you have worked with. They certainly fill their PTO role well, but their leadership capacity goes beyond that. They have skills and abilities that allow them to step into a variety of roles. **They see the value people have to offer and seek their involvement. They provide a clear purpose that others want to follow. They lead with integrity and strive to continually improve.** Following are a set of competencies effective leaders demonstrate. These skills and abilities can be used by current and potential leaders to help them improve their leadership, and by the nominating committees to recruit, nominate, and elect effective leaders. This list is by no means exhaustive. Rather, it is representative of the qualities PTO leaders demonstrate in the work they do to CONNECT, ENRICH & SERVE.

## TRAITS EFFECTIVE LEADERS DEMONSTRATE

**Self-Awareness:** An individual's ability to assess their own strengths and weakness

**Vision:** Demonstrates a clear understanding of the future and how to get there

**Relationship Building:** Develops trust, mutual respect and values diversity

**Critical Thinking:** Obtains all the relevant information, identifies problems and causes, evaluates information, and determines criteria that indicate solutions

**Time & Resource Management:** Effectively prioritizes and manages resources to accomplish goals of group or project

**Motivation:** Demonstrates and promotes interest and enthusiasm

**Empathy:** Express verbal and nonverbal recognition of feelings, needs and concerns of others

**Creativity:** Sees and thinks of new ideas, alternatives and ways to do things

**Communication:** Listens actively and conveys information clearly, concisely and accurately in both writing and speech

**Collaboration:** Works as a team to achieve a common purpose. Puts service before self

**Delegation:** Shares responsibilities including guidance and follow up

**Continuous Learning:** Pursues development of skills and knowledge

**Integrity:** Doing the right thing when no one is watching

**Initiative:** Steps up unprompted or going above and beyond with excellence

## BYLAWS

### ARTICLE 12. NOMINATIONS AND ELECTIONS

#### Section 1. Nominating Committee

C. **Duties of the Nominating Committee.** The nominating committee will:

1. Sign a confidentiality agreement
2. Reference the Nominating Committee guidelines
3. Consider all candidates for elected officer positions who meet the requirements set forth by these bylaws and standing rules and who have signified their consent to serve if elected
4. Submit only one name for each officer position to be filled

D. **Report of the Nominating Committee.**

The slate of officers nominated by the committee will be published to the members through regular publicity channels at least **seven days** before the election meeting.

#### STANDING RULES

Please review the Standing Rules for descriptions of the officer and chair roles.

#### FOLLOW-UP

In order to honor all who express an interest in service with the PTO, please use the following guidelines to follow up with every person.

##### OFFICER ROLES

not on slate

1. Any person that was spoken to about serving as an officer but will NOT be on the slate & could be surprised, should receive a personal call thanking them for their willingness to serve and for their continued service on the Lovejoy PTOs. If this person had also expressed interest in a chair role, you can let them know that you will pass that info along to the newly elected officers. You only need to make this call if NOT being on the slate is likely to be a disappointing surprise. You may make this call just after the slate has been sent/posted.

on  
slate

2. After posting, any person that will BE on the slate should be notified. The email I send to delegates will notify most. If they are not currently on the board, someone on the nom com should notify them.

##### CHAIR ROLES

not on  
board

3. IMPORTANT- If there is any person that you spoke to or who expressed interest in serving who is NOT likely to be on the board as a chairperson, please provide that list of names to the current president. It will be her duty to thank them for their willingness to serve and offer other options such as committee opportunities.

on slate

4. Following the election, the newly elected officers will appoint chairs. After that appointment takes place, the newly elected president will notify the current PTO president. The current president will then send a confirmation/congratulations email to the newly elected/appointed board.



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## NOMINATING COMMITTEE CONFIDENTIALITY

PTO NAME \_\_\_\_\_

DATE ADOPTED \_\_\_\_\_

I hereby acknowledge by my signature below that any information either presented or discussed during the meetings of this PTO Nominating Committee will not be divulged by me outside the meetings or with any individual not a member of this committee. Furthermore, I acknowledge that a violation of this agreement shall result in my removal from the committee.

I have received and read the Nominating Committee Guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alternate Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# LOVEJOY PTO

## NOMINATING COMMITTEE REPORT

NAME OF PTO \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

President \_\_\_\_\_

1<sup>st</sup> VP \_\_\_\_\_

VP Programs \_\_\_\_\_

VP Ways & Means \_\_\_\_\_

VP Membership \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Signed: The report should be signed by all committee members who agree with the report.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# FUTURE LEOPARDS ASSOCIATION

## NOMINATING COMMITTEE REPORT

NAME OF PTO \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

President \_\_\_\_\_

VP Adult Programs \_\_\_\_\_

VP Children's Programs \_\_\_\_\_

VP Membership \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Signed: The report should be signed by all committee members who agree with the report.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_