



## Board of Directors & Committee Chairpersons Recruitment Packet and Job Description

**Quick Stats**

- 2019-2020 Operating Budget: \$26K
- 2019 IPTA Membership: 4,500
- Iowa Public School Students: 514K
- Employees: 1 part-time

Iowa Congress of Parents and Teachers (Iowa PTA)

PO Box 10634  
Cedar Rapids, IA 52410  
Office: 319-573-0049

## **About Iowa PTA**

Iowa PTA was founded in 1900 by Cora Bussey Hillis and incorporated in 1940 as the Iowa Congress of Parents and Teachers (Iowa PTA). Our founder's words upon being asked to serve the children of our state are as true today as when they were spoken over 100 years ago:

*I was told it needed a clear-vision far-sightedness that could look deep into the future and see coming needs; a resourcefulness to meet any present emergency that might arise, together with a tolerant spirit to work on under adverse conditions; and overall was needed an abundant love for the cause, and for humanity - love great enough to fortify against the thoughtless criticism of that ever-present class, who, doing nothing themselves, find pleasure in picking flaws in the work of others...*

*I told the board of directors, "I will try."*

PTA is the oldest and largest child advocacy association in America. Today's PTA is comprised of more than 4 million parents, teachers, grandparents, caregivers, foster parents and other caring adults who share a commitment to improving the education, health, and safety of all children. Many of the benefits our children receive today, such as universal kindergarten, the National School Lunch Program, and a juvenile justice system, were accomplished as a result of the PTA mission.

## **Our Mission**

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. **Every** Child. **One** Voice.

## **PTA Values**

**Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

**Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

**Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

**Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

**Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

## **The Board of Directors**

The Iowa PTA Board of Directors is responsible for defining and upholding the association's mission, vision, and values, and for providing overall leadership and strategic direction to the association. In addition to setting policies and maintaining the nonprofit's overall direction, the board establishes priorities, crafts strategies and ensures that plans and programs are implemented. Today, the issues that affect our children extend beyond their individual schools. The Iowa PTA Board of Directors works with a nationwide network to provide parents with the forum and tools to collectively influence the decisions that affect children not only at their schools, but also throughout their districts, within their states, and across the nation.

## **Responsibilities**

- **Organization**
  - Ensure that Iowa PTA runs in an ethical and legal manner, and implement good governance practices that establish accountability
  - Support, provide direction to, and work with the Executive Director to create a strategic direction for Iowa PTA and to set short- and long-term goals
  - Ensure that management continuity is properly provided
  - Annually evaluate the performance of the Executive Director
- **Board Participation**
  - Attend most board meetings and board activities; advise if unable to attend.
  - Board Members participate on the committee related to their position
  - Participate as a current member of a local PTA unit or Neva Taylor member
- **Financial Oversight**
  - Develop and approve the annual budget
  - Review and understand financial statements as they are submitted to the board
  - Serve as a member of the board in a manner that promotes the best interests of the organization

## **Time Commitment**

Each director or chairperson is asked to commit to one two-year term. Directors may serve two consecutive terms. Each director is asked to serve on at least one committee, which will work in between board meetings. The 2019-2020 Board Calendar is included with this packet.

## **The Selection Process**

Interested candidates should submit a completed Board of Directors & Committee Chairpersons Application to Gretchen Paricka, Executive Director at [info@iowapta.org](mailto:info@iowapta.org) by the October 31, 2019 deadline. Candidates will be reviewed by a member of the Iowa PTA Leadership Team. Nominations will be made to the Board of Directors for election at the November 12, 2019 meeting. Candidates will be notified of the result immediately following this process.

## **Brief Job Descriptions for the Board of Directors**

**President:** Act as the chief executive of the association. Provide a link between NPTA and the Iowa Congress of Parents and Teachers. Be an ex-officio member of all committees. Attend events on behalf of Iowa PTA.

**President-Elect:** Work closely with the president to become knowledgeable about PTA policies, procedures, and programs. Be installed as President for the next consecutive two-year term.

**Vice President of Leadership:** Family Engagement, Leadership Development, Unit Training

**Vice President of Legislation:** Federal Legislative Chair, Attend NPTA Legislative Conference

**Vice President of Membership:** Membership Strategy, Local Unit Standards of Affiliation

All VP positions act as aides to the president, work with a NPTA representative in the area related to their position and serve as a member of the committee related to their position.

**Secretary-Treasurer:** Record the minutes of all meetings of the Iowa PTA. Provide regular financial reports to the Board of Directors. Maintain the financial records of the association.

## **Committees**

Committees help maximize the board's productivity by allowing members to engage with issues more deeply and consistently than the board could as a whole. Committees can research and break down complex issues and present their findings to the board, which can then move forward to making decisions. Committees include both board members and non-board members.

- **Bylaws:** Responsible for maintaining the bylaws of the Iowa PTA; works with Executive Director to establish guidelines and approve bylaws for all local units; reviews Policies and Procedures of the Iowa PTA and recommends revisions.
- **Finance:** Oversees development of the budget; ensures accurate tracking/monitoring/accountability for funds; ensures adequate financial controls; recommends financial guidelines to the board and oversees short and long-term investments.
- **Family Engagement/Leadership:** Support Family Engagement in Iowa schools; promote NPTA programs to local units; work with chairs of NPTA program committees at state and national levels.
- **Legislative:** Act in accordance with the legislative programs of the Iowa PTA and National PTA; establish the legislative priorities of the Iowa PTA; establish annual IPTA Legislative Platform and share with membership; work with NPTA Legislative Chair.
- **Membership:** Establish best practices for connecting with local units; revise annual plan including goals for individual and unit members; create incentive program to share with local units; work with NPTA Membership Chair.

## IOWA PTA Meeting Dates 2019-2020

9/21/2019 Executive Committee Meeting

10/8/2019 Executive Committee Meeting

10/31/2019 Applications for Vacant Board Positions are due no later than this date.

11/12/2019 Executive Committee Meeting Board Positions will be Appointed at this meeting.

11/16/2019 Board of Directors Meeting

12/10/2019 Check-In Call

1/14/2019 Check-In Call

1/18-19/2019 Board of Directors Retreat

2/11/2019 Check-In Call

2/29/2019 Workshop

3/10/2019 Check-In Call

3/28/2019 Board of Directors Meeting

4/14/2019 Check-In Call

4/25/2019 Workshop

5/9/2019 Board of Directors Meeting

5/12/2019 Check-In Call

6/9/2019 Check-In Call

Executive Committee Meetings will be held at a location TBD. These meetings will be scheduled as required.

Board of Directors Meetings will be held at a location TBD. These meetings will also utilize an online web conferencing service (Zoom) for members from a distance to attend virtually. These meetings will be open to the public.

Board Retreat will be held at a location TBD. This two-day event will include team building exercises, training, and planning sessions with the current elected board.

Workshops will be held at a location TBD. They will be held from 9am-1pm. Lunch and networking will occur from 12pm-1pm. These will be planning, organizing, and group task events. These meetings are for board members and committee members.

Check-In Calls are from 7-730pm. These calls will be used to keep up with people, tasks, and events. They will include updates of membership, leadership, tasks, and any questions or concerns. They are for board members and committee chairs.

Greetings!

The Iowa Congress of Parents and Teachers (Iowa PTA) is seeking active, engaged individuals to join our team. You have been recommended to us as a possible candidate for board service. We encourage you to give serious consideration to submitting your name as a nominee for a board position. Several two-year board terms will be available beginning in November 2020.

The next several years promise to be exciting ones for the Iowa PTA. The association will continue to work to advocate for our children, strengthen our communities, and help each child in our great state reach their full potential. The Board of Directors will play a central role in this important work. As you consider this opportunity, we ask you review the information provided in this packet. As you will see, we are expecting the board to be an active one.

The primary responsibility of board directors is to participate in the development of policy and major decision-making at board meetings held at least four times a year. This year, board members will be asked to participate in a committee aligned with their position. A copy of our Policies and Procedures further detailing committee responsibilities will be provided to all new board members.

Our association continues to work to increase our visibility in communities across the state, create opportunities for training and leadership development, advocate for children at the national, state, and local levels, and highlight our membership through recognition programs and other resources that enhance the benefits of PTA membership. We invite you to become a part of this growing tradition.

A member of our Board has been asked to contact you by phone to discuss this invitation with you. You may have already received this call.

If you have any questions, please contact me at 319-929-6198 or our Executive Director, Gretchen Paricka at 319-573-0049.

Sincerely,

Janel McGovern, President  
Iowa Congress of Parents and Teachers (Iowa PTA)  
Cell: (319)929-6198



## Board of Directors & Committee Chairpersons Application

Please indicate the positions you wish to be considered for.

<b>President-Elect</b>	<b>Secretary-Treasurer</b>
<b>VP Leadership</b>	<b>VP Legislation</b>
<b>VP Membership</b>	<b>Bylaws Chair</b>
<b>Finance Chair</b>	<b>Leadership Chair</b>
<b>Legislative Chair</b>	<b>Membership Chair</b>

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Current PTA Membership Y / N If yes, unit name: \_\_\_\_\_

PTA Experience (Offices Held, Committees, Memberships):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leadership Experience (Associations, Work Experience):

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Additional Information for Consideration:

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Please email completed form to Iowa PTA Executive Director Gretchen Paricka at [info@iowapta.org](mailto:info@iowapta.org) or mail to the following address: PO Box 10634 Cedar Rapids, IA 52410.