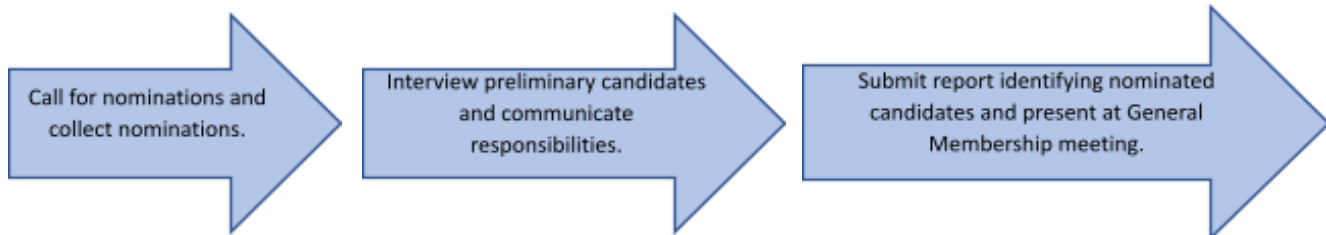


# TJ PTSA Nominating Committee Instructions

Congratulations on your election to the TJ PTSA Nominating Committee and thank you for volunteering! The Nominating Committee is a special committee elected by our general membership to identify, vet, and nominate a slate of qualified nominees for the next year's elected PTSA officers. The overall responsibilities of the Nominating Committee are as follows:



To ensure that the membership has a full 30 days to consider the slate of elected officers in advance of the election, the Nominating Committee must complete and present its final report no later than 30 days before the Election General Membership Meeting. This means that the work of the committee must be done between the February and April General Membership meetings. Specific considerations for the committee include the following:

- The committee elects its own chair.
- The committee establishes a process for collecting nominations. In the past, this has been done through developing an application form for Executive Committee candidates.
- During the candidate interviews, the committee is responsible for informing prospective candidates of position responsibilities as well as conflict-of-interest rules and fiduciary duties. In addition, the committee must ask each prospective candidate to agree to commit to attending at least two training sessions—sponsored by the National PTA, Virginia PTA, Northern Virginia District PTA, or Fairfax County Council PTA before the end of the calendar year.
- The committee must nominate an eligible person for each office to be filled and report its nominees to the members at a regular general membership meeting at least thirty (30) days prior to the general membership election meeting in May.
- Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

For additional instructions and templates for the Nominating Committee, please see the [Virginia PTA's Nominating Committee and Elections \(Policy Guidance Nominations and Elections\)](#)