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# LETTER OF INTEREST & ADVISORY RECOMMENDATION FORM

**Mail to:**  
**Illinois PTA**  
**Board Development and Nominating Committee**  
**P.O. Box 907**  
**Springfield, IL 62705**

Submitted by: \_\_\_\_\_

Person Recommended: \_\_\_\_\_

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

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

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**The person recommended wishes to be considered for the following position(s).**  
*You may check multiple positions. Please specify your preference among them in the one page statement.*

**Officers (Voting board members – Elected by delegates at State Convention):**

- |   |   |
|---|---|
| <input type="checkbox"/> President-Elect                    | <input type="checkbox"/> Vice President of Field Operations |
| <input type="checkbox"/> Vice President of Program Services | <input type="checkbox"/> Secretary                          |
| <input type="checkbox"/> Treasurer                          |   |

**Program Directors (\*=Voting board member – Elected by State Board of Directors at Pre-Convention Board Meeting):**

- |  |   |
|--|---|
| <input type="checkbox"/> Cultural Arts                       | <input type="checkbox"/> Education Issues             |
| <input type="checkbox"/> Environmental Concerns              | <input type="checkbox"/> Health                       |
| <input type="checkbox"/> <i>Illinois PTA Bulletin</i> Editor | <input type="checkbox"/> Juvenile Protection & Safety |
| <input type="checkbox"/> Leadership Development*             | <input type="checkbox"/> Legislation*                 |
| <input type="checkbox"/> Membership & Marketing*             | <input type="checkbox"/> Parental Engagement          |
| <input type="checkbox"/> Resolutions                         | <input type="checkbox"/> Scholarship                  |
| <input type="checkbox"/> Technology/Website                  |   |

**Board Development and Nominating Committee Member (Elected by delegates at State Convention - Two year term)**

- Board Member (Currently Serves on State Board of Directors - Two members will be elected)
- General Member (Not on State Board of Directors – One [Two] member will be elected)



## SIGNATURE OF AGREEMENT & SUBMISSION FORM

**Mail to:**

**Illinois PTA  
Board Development and Nominating Committee  
P.O. Box 907  
Springfield, IL 62705**

Name of Person Recommended: \_\_\_\_\_

### Signature of Agreement

Your signature (electronic okay) acknowledges you have reviewed and agree with the PTA Mission\*, the PTA Objects/Purposes\*, and the Illinois PTA Ethical Conduct Agreement\*, are currently a PTA member, and agree to serve in the position(s) indicated by you, including attendance at board meetings (if required).

I am a member of (Local Unit): \_\_\_\_\_

PTA/PTSA City: \_\_\_\_\_

Signature of person recommended: \_\_\_\_\_

Signature of recommender (if applicable): \_\_\_\_\_

### Submission Checklist

**Required Documents:**

- A brief statement sharing the reasons why the recommended person wishes to be considered for the position(s) as well as the skills and expertise the nominee will bring to the board.

*If you are a current Illinois PTA Board member and are being recommended to continue in the same position, in your brief statement (in lieu of the preceding) please share why you would like to continue in the position as well as your plans and ideas for the next two years.*

- Resume listing leadership experience with PTA, work, and other organizations
- Signed Signature of Agreement & Submission Form (this page)
- Completed Letter of Interest/Advisory Recommendation Form (previous page)

**Optional Document (check if enclosed):**

- A brief statement of recommendation or reference.

Please sign and submit the above materials to be received at the state office **postmarked on or before November 1, 2012** to the attention of:

**Illinois PTA, Board Development and Nominating Committee, P.O. Box 907, Springfield, IL 62705.**

**OR by fax to (217) 528-9490. This form may be downloaded, completed on your computer, and printed.**

*Illinois PTA Board Development and Nominating Committee will acknowledge receipt of all Letters of Interest/Advisory Recommendation Forms via e-mail.*

\*See Illinois PTA Website <http://www.illinoispta.org>