



## **NOMINATING CHAIR**

Beacon Hill PTA 6.15.42

The Nominating Chair is an appointed position, approved by simple majority vote at a board meeting in the spring. The term of this position is one year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. A commitment of at least two terms is desirable.

### Duties and Responsibilities

- The Nominating Chair(s) attends and participates in meetings of the board of directors, executive committee, and general membership meetings.
- The primary role of this position is to grow and develop the PTA Board through recruiting of new families, in order to represent the diversity of the school / family community, and to add to the knowledge base and professionalism of the board.
- The nominating chair should be someone who is friendly and outgoing, and has the ability to spend enough time at and around the school to meet and interact with other families, and to become acquainted with families from other grades and cultures.
- The nominating chair may work with the school's Instructional Assistants, teachers and other staff to help identify families who may be interested in contributing to their child's educational environment through volunteer work associated with the PTA.
- The nominating chair may also work with the Translation Coordinator to help ensure to the best of their ability that all families are included in communications that go home with students, and through volunteer parent translators at PTA events.