

Officers, Nominations & Elections

A practical leadership guide for local PTAs and councils

Officers

The specific elected officers and their duties are established in each unit's bylaws. All officers must meet the membership and eligibility requirements stated in those bylaws. Term limits should also be determined by the unit's current bylaws.

President

Key ongoing responsibilities

- Become familiar with West Virginia PTA resources, your local unit bylaws, and National PTA leadership guidance.
- Help ensure the unit remains in good standing and that required membership dues are submitted appropriately.
- Prepare meeting agendas, preside at meetings, and call executive board meetings when needed.
- Support officer orientation, leadership development, and a smooth transition between boards.
- Communicate regularly with members, council leaders when applicable, and West Virginia PTA leadership.
- Represent the PTA at appropriate council, regional, and state meetings or designate an alternate when permitted.

At the end of the term

- Transfer records, procedure materials, passwords/access information, and other PTA property promptly to the incoming president.
- Introduce incoming leaders to the principal and important school or community contacts.
- Work with the treasurer and board to ensure outstanding bills and required reports are addressed and the financial review is scheduled.
- Support the incoming leadership team while allowing the new officers to assume responsibility for their roles.

Treasurer

Key responsibilities

- Become familiar with West Virginia PTA financial requirements, the unit bylaws, and National PTA financial guidance.
- Ensure the prior year's financial records have been reviewed before fully assuming responsibility for the books.
- Maintain the authorized signers required by the unit's bylaws and financial procedures.
- Follow the unit's approved procedures for checks, electronic payments, deposits, receipts, and documentation.
- Deposit PTA funds promptly into the PTA's authorized bank account and maintain accurate records of all money received.
- Present a written financial report at board and general membership meetings.
- Participate in preparation of the annual budget and monitor spending against the budget.
- Complete and retain required year-end financial records, tax filings, and financial review documentation.

Secretary

Key responsibilities

- Record accurate minutes of membership and executive board meetings and present them for approval.
- Maintain official PTA records, including bylaws, standing rules, agendas, approved minutes, committee information, and other governing documents.
- Assist the president with meeting agendas and provide meeting notices as required.
- Record election results and maintain the signed nominating committee report with the PTA's permanent records.
- Ensure newly elected officer information is reported to West Virginia PTA using the current reporting process.
- Handle official correspondence as assigned and maintain organized records for the incoming secretary.

Committee Chairs

Committee chairs help turn the PTA's goals into action. Each chair should:

- Review the unit bylaws, approved plans, budget, and resources related to the committee's work.
- Meet with the outgoing chair when possible and maintain a procedure or transition file.
- Present proposed activities to the appropriate board or membership body for approval before committing PTA funds or resources.
- Provide regular progress and financial reports to the board.
- Transfer committee records and materials to the incoming chair at the end of the term.

Examples may include Membership, Reflections, Advocacy/Legislative, Health & Wellness, Family Engagement, Fundraising, and other committees established by the unit.

Filling an Officer Vacancy

Officer vacancies must be filled according to the procedures in the unit's current bylaws. Review the vacancy provisions carefully before taking action, including who is authorized to call or conduct the election and what notice is required.

The Nominating Committee

Selecting qualified leaders is one of the nominating committee's most important responsibilities. The committee should be elected or appointed at the time and in the manner required by the unit's bylaws, allowing enough time to identify and thoughtfully consider candidates.

Selecting Committee Members

Committee members should be selected for their judgment, discretion, knowledge of PTA, and ability to evaluate potential nominees fairly. Helpful qualities include:

- Knowledge of the PTA's goals, programs, and leadership needs.
- Tact, integrity, confidentiality, and sound judgment.
- An ability to consider candidates objectively and without favoritism.
- A willingness to devote the necessary time to identifying and evaluating qualified candidates.

Committee Responsibilities

- Notify all committee members of meetings and provide adequate opportunity for participation.
- Invite recommendations for potential candidates from the board and membership when appropriate.
- Consider each potential nominee fairly, regardless of how often the person's name is suggested.
- Seek qualified candidates beyond the names initially recommended when necessary.
- Confirm that each proposed nominee meets the eligibility requirements in the unit's bylaws.

- Obtain the nominee's consent before presenting that person's name in the committee's report.
- Prepare and sign the written nominating committee report for presentation to the membership.

Election of Officers

Always consult the unit's current bylaws before conducting an election. The bylaws control notice requirements, eligibility, voting method, terms of office, and other election procedures.

- Provide members with the required notice of the election in the manner and timeframe stated in the bylaws.
- Have the nominating committee present its report at the appropriate membership meeting.
- After the committee report is presented, allow nominations from the floor as required by the bylaws and parliamentary procedure.
- Confirm the consent and eligibility of any person nominated from the floor.
- Limit voting to eligible members as defined by the bylaws.
- Use the voting method required by the bylaws. When an office is contested, follow the required ballot procedure.
- A candidate must receive the vote required by the bylaws to be elected. If no candidate receives the required vote, continue balloting as required.
- Record the election results accurately in the meeting minutes and retain the nominating committee report with the PTA's records.
- Report newly elected and returning officers to West Virginia PTA using the current officer-reporting process.

West Virginia PTA Leadership Reminder

Because bylaws can vary by unit and may be amended over time, this guide is intended as a practical overview rather than a substitute for your PTA's current bylaws. When there is a conflict, follow the bylaws and applicable West Virginia PTA requirements.