

SC PTA Steps to Revitalize a PTA Unit

1. **Form a Nominating Committee** – you'll need 3-5 volunteers (can be parents, staff, or community members) to serve on the Nominating Committee. These people will identify volunteers willing to serve in the 3 required PTA officer positions – President, Treasurer, and Secretary. If you have a major fundraiser or project, the Committee can also identify the volunteer to Chair that program, but it's not required. Once you have the names of your Nominating Committee members, forward those to *office@scpta.org* and the Board will approve them.
2. The Nominating Committee will need to **pick a Chair** (this person just manages communication) and then **work on finding volunteers**. They can use the Nominating form provided or spread the word through social media, the school's website, weekly eblast, etc. The Committee may also choose to host an informational meeting (in-person or via Zoom) for those who might be interested. The Principal can often provide helpful suggestions since they know many of the parents.
3. The Committee should **review the list of interested volunteers** for each position, **interview** individuals if there is more than one person for any given position, and **vote on the proposed slate of officers**.
4. The **names, phone numbers, and email addresses for the slate of officers should be sent to office@scpta.org** so the Board can vote to approve them (a formality to provide the meeting minutes they will need to change over the authorized signers on the bank account).
5. A State PTA Board member will then contact the newly-approved officers to welcome them, make arrangements for training, and provide any other support that may be needed.