



Seminole County Council PTA

United as One

President 101

Shelly Pedraza
President



Congratulations!!

You have been elected PTA President

Knowledge is Key - Training, Training, and more Training

Today we'll talk about your role as PTA President:

Leading, representing your PTA, overseeing finances, communicating with members





“ABCs of PTA”:

A The “Association” refers to all of the members of the PTA unit. Members should always be informed about important issues. Members elect the nominating committee and the officers, vote to adopt the budget, and vote to adopt the bylaws every three years at General Meetings.

B The executive board consists of the elected officers, standing committee chairmen, administrator and whoever is listed in your bylaws. The executive board creates committees, fills vacancies, adopts procedures, approves plans of action of committees and chairmen and reports to the members. Executive board members have fiduciary responsibilities to the association. Executive Board meets Monthly during the school year.

C The executive committee consists of the elected officers as listed in your bylaws. They help the president see that the goals of the unit are carried out. The executive committee appoints standing committee chairmen with the president, makes recommendations to the executive board, and is responsible to the members who have elected them.



The Leader of the Team

- Leaders are not born - they are developed through learning and experience
- Lead by example, motivation and inspirations, and others follow
- Open up new avenues to the inexperienced
- Do it - Delegate it - Dump it
- ALWAYS express thanks and recognition



President's Duties

- Presides at all meetings
- Along with Executive Committee appoint chairs and committee members
- Coordinate work; approve all materials prior to distribution
- Sign all payment authorizations and contracts
- Be familiar with financial procedures
- Be an authorized check signor
- Be the official representative of the association at council meetings as required in your bylaws
- Be the official contact
- Meet with the site administrator - Principal
- Perform other duties assigned by the association



Representing PTA

- Remember that you represent PTA wherever you go
- Be careful that you always represent the PTA accurately, fairly, and with dignity
- Help your unit members be knowledgeable about PTA positions
- Share our Legislative Priorities and mission statement



Bylaws

Bylaws are rules that govern us- Good for 3 years

- Unit Name, Unit Code XX- _ _ _ , ID numbers
- Purposes and Basic Policies of PTA
- Relationship with National, Florida, and County PTAs
- Quorum needed to conduct business
- Officers, their election, and their duties
- Nominating Committee
- Audit Committee
- What the executive committee is, what the executive board is, when you must meet
- Fiscal year

-If you do not have a copy let us know



Fiduciary Responsibilities

- Have 3 names on signature cards at bank and all PTA checks **MUST** have 2 signatures - never make checks out to cash or pre-sign any PTA checks
- Use EFT and reimbursement forms as needed - Treasurer must keep all records for audit.
- Have two people count and verify money
- Do Not take money home - Deposit funds as soon as possible
- Ensure that a Monthly Treasurer Report is provided at every meeting - put this on your agenda and note it in your minutes. Amounts to record monthly : Beginning balance, total income, total expenses, ending balance.
- Have a non signer look over bank statements monthly looking for discrepancies and sign.



Agenda Planning

- Review prior meetings minutes - also look at the minutes of the meeting from last year to see what occurred
- Review calendar for upcoming events
- Check in with other officers for agenda items

FLPTA Kit of Materials - Great Resource

Running the Meeting

- Plan ahead
- Have an agenda
- Start and end the meeting on time
- Establish a quorum and vote on all action items
- Use parliamentary procedure
- Preserve order to be fair, impartial and respectful
- Remember that you are a facilitator as the meeting chair
- A good meeting is everyone's responsibility



Working with your Principal

President and Principal - work as a team

- Meet consistently: discuss issues, review events, keep each other informed
- Work out problems or misunderstandings: be honest and direct
- Invite Principal to PTA board meetings

PTA and Principal

- Plan meetings at different times to meet the needs of all parents
- Present PTA concerns and issues to principal and develop a forum for open discussion

You are a President!!

Enjoy your term in office
Plan time for yourself and your family
HAVE A SENSE OF HUMOR
HAVE A GREAT YEAR!!!

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