



Seminole County Council PTA

United as One

President 102

**Shelly Pedraza
President**



Sample Agenda for Local Unit - First General Membership Meeting

Call to Order

Opening Ceremonies (e.g., Pledge, Inspiration)

Welcome/Introductions of PTA Officers & Special Guests

Secretary's Report (reading & approval of minutes from previous meeting)

President's Report

Treasurer's Report

Unfinished Business (if applicable)

New Business

Audit

Budget Adoption

Other, as needed

School Updates (typically brought from principal or other administrator)

Announcements

Adjournment



Sample Script for First General Membership Meeting

Call to Order & Welcome

President: I will now call this meeting to order. The time is ____ pm.
We also do/do not have a quorum today with which we can conduct
business. *(Be sure this is true before you state it!)*

Welcome to the first of our PTA's General Membership Meetings for
the 2020-21 school year. We hope that the school year has begun
successfully for you and your families.

Please stand for the **Pledge of Allegiance** (may need to introduce the
scout troop or other presenter of the colors)

Welcome/Introductions

I'd like to introduce our Executive Committee (have them stand and
introduce each of them by name)

Recognition of Special Guests (if applicable)

We are honored to be joined this evening by several special guests:

Minutes (these are posted somewhere for attendees to see)

President: Our secretary , _____, will now present the
minutes from our last general membership meeting.

Secretary: The minutes from the last general meeting held on
_____ are being passed around/can be found _____.

President: Are there any corrections? [If no corrections, say] The
minutes are approved as presented.



[If corrections, then say] Is there any objection to making the correction? Are there further corrections?

[If none, say] The minutes are approved as corrected.

President's Report: (president may use this time to recap goals/mission of PTA. Report any awards or other recognition received over summer, attendance at CLT, etc.)

Treasurer's Report

President: I will now ask our Treasurer _____ to present the Treasurer's Report.

Treasurer: (Treasurer presents report. Current account balance(s) and inflows/outflows from last meeting. Other relevant information.)

President: Thank you _____. If there are no further questions, the Treasurer's report will be filed for audit.

New Business

President: Our first order of new business is the adoption of our Annual Audit report.

Treasurer: The Annual Financial Report for the year ended 6/30/20 and the audit of the 2019 – 2020 school year were completed over the summer and the books were found to be correct and in good order. I move to adopt the audit report.

President: It has been moved that the "audit report of the 2018-19 fiscal year be adopted". Do I have a second? (need a second from the floor if the motion is not coming from committee) There is a second. Is there any discussion? There being no discussion, we will proceed with a vote. I remind everyone that only PTA members can vote on official business. All in favor signify by saying "Aye". All those



opposed please say "No". The Ayes have it so the Audit Report has been adopted and will be filed with our permanent financial records.

The second order of new business is the adoption of our budget for the 2020-21 budget cycle. I will ask our treasurer _____ to join me again to present the proposed budget for the upcoming year.

Treasurer: (Treasurer presents the proposed budget, speaking to material line items.) On behalf of the Executive Committee, I move that this budget be adopted as presented.

President: There is a motion on the floor to approve the proposed budget. Since it is coming from the Executive Committee (or Board of Directors, whichever is applicable), it does not need to be seconded. (if it did not come from the Board or other Committee, then you will need a second)

Is there any discussion?

There being none, we will proceed with a vote. All in favor of adopting the budget as presented, say "Aye". Those Opposed, say "no". The Ayes have it and the proposed budget has been adopted

Is there any additional new business to bring before the membership?

I will now ask our principal, _____, to come and share news and updates with us.

Principal: Thank you for coming tonight. I have some exciting news to share with you....

President: Thank you Mr/Ms./Dr. _____. Just a few quick announcements before we adjourn:

We are adjourned. The time is _____pm. Thank you very much. PTA members are outside ready to help you join our PTA.



What is a Servant Leader?

- As a servant leader, you're a "servant first" , who
 - focuses on the needs of others, especially team members, before you consider your own.
 - acknowledges other people's perspectives
 - gives them the support they need to meet their work and personal goals,
 - involves them in decisions where appropriate
 - builds a sense of community within your team.

leading to higher engagement, more trust, and stronger relationships with team members and other stakeholders and increased innovation.



What do Servant Leaders do?

- Devote themselves to serving the needs of organization members.
- Focus on meeting the needs of those they lead.
- Coach others and encourage their self expression.
- Facilitate personal growth in all who work with them.
- Listen and build a sense of community.



Qualities of a Servant Leader

Value Diverse opinion

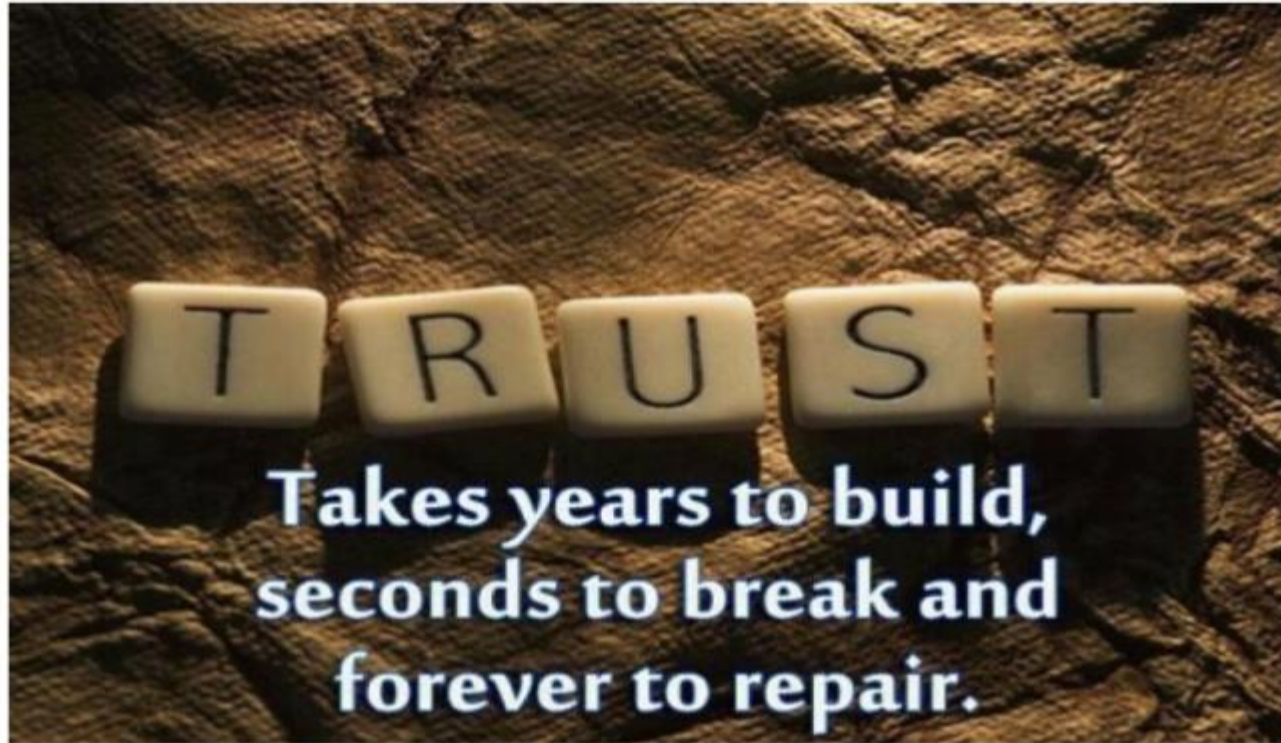


- A servant leader values everyone's contributions and regularly seeks out opinions from a wide group of diverse people.
- The servant leader recognizes the value that others bring to solving a problem



Qualities of a Servant Leader

Cultivate a culture of trust

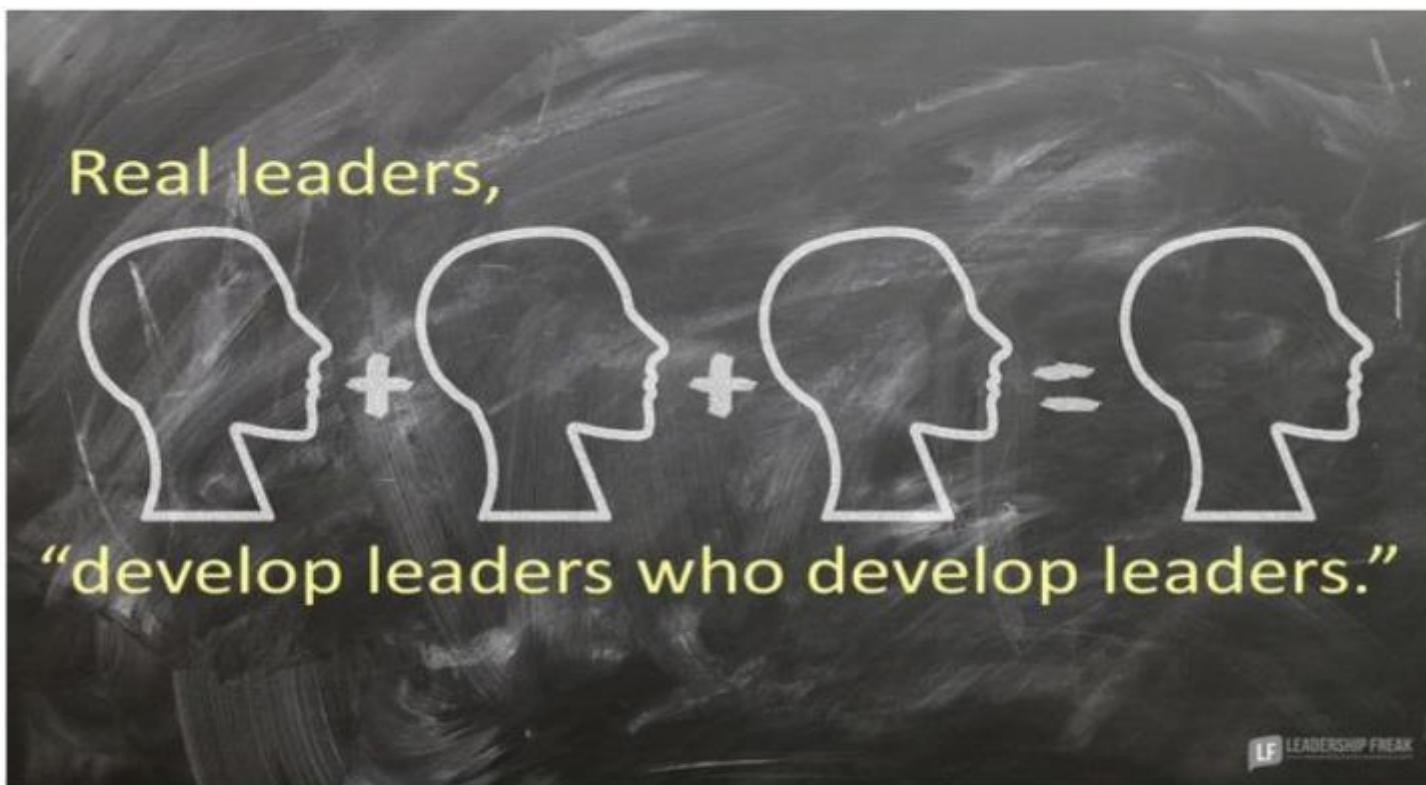


- A healthy culture encourages open, robust debate.
- It allows for alternative opinions – allows everyone to have a say.



Qualities of a Servant Leader

Develops other leaders



- A servant leader empowers others
- Encourages others in their learning, developing and becoming leaders



Qualities of a Servant Leader

Encourages



- The hallmark of a Servant leader is encouragement.
- A true Servant leader says “Let’s go do it” and not “You go do it”



Qualities of a Servant Leader

Think Long Term



- A servant leader is thinking about the next generation, the next leader, the next opportunity.
- The servant leader considers strategies and actions that will help future leaders build on a solid foundation



How can I do this?

Often times, we confuse leadership with dictatorship. A dictator barks out orders and does not take into account the wants and needs of others. A servant leader is the complete opposite.

A servant leader works to develop his or her people and is focused on what they can do for others.

I have 4 examples of what it means to be a servant leader, and most importantly, ways that you can establish a culture of servant leadership within your Local Unit.



Leadership

1. Let others see you serve and encourage them to join you. It is of the utmost importance that your board members and volunteers alike witness you in service.



Leadership

2. Make sure they know that you care. We've all heard the famous quote, "They don't care how much you know until they know how much you care." It is crucial that leaders know and understand the message and meaning behind this quote. Being knowledgeable does not make you a good leader, being caring does.



Leadership

3. Invest in your people. The biggest investment you can make in your Board is your time. Your team wants to spend time with you. Giving your time is a great way to let them know how much you care. You'd be surprised how much this will mean to your team.



Leadership

4. Don't place restrictions on your willingness to serve. For a servant leader, no job is beneath their position. If you are in leadership, do not make the mistake of feeling or thinking that you are above grunt-work. Your team can sense this type of attitude, and it is off-putting. It also puts distance between you and your team. Never be afraid to roll up your sleeves and go to work.



Leadership

Successful leaders maintain a servant's heart and thus encourage their people to do the same. Imagine what your PTA would look like if you and all of your team became servant leaders.

What impact would this have on our families, kids, and communities?

Only good can come from you showing your people what it means to serve *first*.



Be a Servant Leader and have an AMAZING YEAR!



Shelly Pedraza
president@sccpta.com
407-283-8447