Seminole County Council PTA
United as One

Virtual Board Meeting Sample Script

Agenda

Your meeting agenda should outline the specific items to be discussed, the person responsible for leading each agenda item, and any supporting information to be reviewed.

Order of Agenda:

Call to Order
Introductions, Welcome
Minutes
Treasurer's Report
Officers and Standing Committee Chair Reports
Special Committee Reports and/or Special Orders
Unfinished Business
New Business
Announcements
Adjourn

Sample Script

Call to Order

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

President: Welcome Everyone to our Monthly Board Meeting. I appreciate you all taking the time to meet and continue to support our children at _____ PTA/PTSA.

Recognition of Special Guests (if applicable)

Minutes (these are posted somewhere for attendees to see)

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

Secretary: The minutes from the last board meeting held on _____ are being passed around (in-person)/are being shared by _____(virtual).

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.

Treasurer's Report

The chair recognizes the treasurer for the financial report. The treasurer reads the report. A financial report is not optional and must be presented at every meeting. Copies of the report may be distributed to the members before the virtual meeting or shown on a screen.

President: "_____, treasurer, will now present the financial report."

Treasurer: "The beginning balance as of ____(date)_____ is $_____, total income is $_____, total expenses are $_____, with an ending balance of $_____, as of ____(date)_____."

President: "Thank you, are there any questions? Hearing none, the financial report will be filed for financial reconciliation."

Presentation of Reports

President's Report: (president may use this time to recap goals/mission of PTA. Report any awards or other recognition received, highlight successful programs, etc.)

Principal Report: (Principal may use this time to highlight events on campus, struggles, successes, upcoming events, and needs)

Committee Reports: (Call on Committees to present)

Unfinished Business

The chair announces (old/unfinished) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting. Minutes of the previous meeting will indicate any unfinished business.

President: "We will now move on to unfinished business _____ "

New Business

The chair calls for new business. Members may bring any new business before the board (if it is within the scope of the board). A motion is necessary to introduce new items of business.

President: "Next on the Agenda we have new business. _____(items on agenda)____"

Announcements

The chair should, if possible, make all announcements. Announcements include the date of the next meeting, important events and activities, etc. This may also be a good time to ask your Principal to speak if they have not given a report earlier.

PRESIDENT: "The chair has the following announcements: _____"

Adjourn

The chair asks if there is any further business. If any additional business exists, it is handled at this time. If no further business exists, then the chair declares the meeting adjourned. No formal motion is necessary to adjourn.

PRESIDENT: "Is there any further business? Hearing none, the meeting is adjourned at _____am/pm"