



Seminole County Council PTA

United as One

President 101

a.k.a. WHAT IN THE WORLD DID I GET MYSELF INTO?!

Shelly Pedraza
President



PTA MISSION

Every Child. One Voice.

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA[®]

everychild.onevoice.[®]

- **TO BE A POWERFUL VOICE FOR ALL CHILDREN**
- **TO BE A RELEVANT RESOURCE FOR FAMILIES AND COMMUNITIES**
- **TO BE A STRONG ADVOCATE FOR THE EDUCATION AND WELL-BEING OF EVERY CHILD**



PTA EXECUTIVE COMMITTEE

Elected by the Membership

- President
- Vice President(s)
- Treasurer
- Secretary

(check your Bylaws)



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



PRESIDENT'S RESPONSIBILITIES

- Register New Officers with Florida PTA.
- Contact your County Council w/ ?s
- Read your Bylaws and Standing Rules.
- Get to know your Executive Committee.
- Meet with your Principal.
- Start a Procedure Book.
- Familiarize yourself with all job descriptions
- Encourage your team to attend trainings



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 signer
- 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



Executive Committee (EC) RESPONSIBILITIES

- Select Committee Chairs.
- Set your calendar.
- Help guide/establish Plans of Work.
- Disseminate the Kit of Materials.
- Ensure financial compliance.

Executive Board

Standing Committees

Membership, Legislative, Health and Wellness, Reflections, Programs, Communications, etc. **AND** your Principal or Principal Representative

Special Committees

One time event The Board is made up of Chairs and Committee members.



COMMITTEES

- Membership – Have an engaging campaign that will bring in new members.
- Legislative – Keep track of county and state decision makers and the issues that impact your school.
- Health & Wellness – Look for programs and ideas from the county and state level to share with your families.
- Diversity Equity & Inclusion (DEI) – Find creative ways to celebrate and engage our diverse school communities
- Name a few others...



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



I GOT THIS! NOW WHAT...

- Have an EC meeting.
- Select your Executive Board.
- Plan your calendar.
- Set date and program for your 1st general meeting.
- Distribute procedure books and Kit of Materials information.
- Decide on your primary focuses for the year.



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.



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



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!



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