

9th April, 2018

Dear Parents / Guardians,

Circular on the 10th Executive Election of PTA

The term of the 9th Tenth Executive Committee's of Parent-Teacher Association will expire soon. We will hold the 10th Executive Election. Details are as follows:

Eligibility for Election	Parents of our school (Except teachers of this school).
Responsibilities of Committee	1. Attend the meeting PTA. 2. Help organize events of PTA and the school. 3. Participate in school affairs and give opinions.
Term of Committee	2 years (can be reappointed for three consecutive terms. During the term, his/her position will be replaced by the parent with the second-largest of votes if the child graduates or drops out of school)
Parent Committee	7 members
Candidate Personal Information	1. Candidates need to provide personal information within 100 words. 2. Election Officer will distribute candidates' personal information to parents seven days before the voting date.
Eligibility for Voting	Parents of our school have the right to vote. Each family has one vote.
Voting Procedure	1. We will put the ballot paper in the envelope and let the students hand it over to the parents. 2. The highest number of parents and school-appointed teachers, a total of 13 executive committee members. Executives elect each other for positions.
Deadline of Submission of This Reply	10-4-2018
Ballot Distribution Date	17-4-2018
Voting Date	18-4-2018-19-4-2018
Result Announcement Date	24-4-2018
Appeal Period	25-4-2018-2-5-2018

For enquiries, please contact our teacher Ms. POON Yuk Chi.

Yours faithfully,


 PO Kin
 Chairlady

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 Tsuen Wan Trade Association Primary School Parent-Teacher Association

2017 PTA circular no. 6 <Please return to the class teacher>

Circular on the 10th Executive Election of PTA**Reply Slip**

Dear Chairlady,

I have read the details of the above circular.

I* will / do not participate in the election.

Student's Name: _____

Parent's Signature: _____

Class: _____

Date: _____

