

7<sup>th</sup> October, 2015

Dear Parents/Guardians,

the 5<sup>th</sup> Parent Manager and the 9<sup>th</sup> Parent-Teacher Association Executive Committee Election

The tenure of the 4<sup>th</sup> Parent Manager has already ended; Tsuen Wan Trade Association Primary School Parent-Teacher Association is now organizing the 5<sup>th</sup> Parent Manager Election. Parents are now cordially invited to run the election or nominate suitable candidates. The details are as follows:

|                           |  |   |
|---------------------------|--|---|
| Returning Officer         | Mr. Cheng Hing Lin, the vice chairman of 8 <sup>th</sup> TWTAPS PTA Council  |   |
| Number of Parent Manager  | 1  |   |
| Duration                  | 2 years (date will be confirmed by EDB)  |   |
| Duties                    | <ol style="list-style-type: none"> <li>To determine the direction of school development according to the visions and missions set by the school supporting body and taking into account the overall aims of education in Hong Kong, the actual school circumstances and students' learning needs.</li> <li>Provides general instructions for the university research, the development of education and school management policies</li> <li>Supervise the process of drawing up the budgets, monitor school performances, ensure school management to take responsibility, and strengthen community networks</li> <li>Facilitate communication and cooperation between the IMC and the registered managers.</li> <li>He/She shall in any category in his/her personal identify to act for the interests of our students.</li> </ol> |   |
| Eligibility               | <ol style="list-style-type: none"> <li>He/she must be a parent of a current student of the school.</li> <li>He/she must not be a teacher of the school.</li> <li>He/she does not meet any of the stipulations in "Grounds for refusal to register manager" under Section 30 of the Education Ordinance.</li> </ol>   |   |
| Nomination Procedure      | <ol style="list-style-type: none"> <li>Parents could self-nominate or nominate another eligible candidate for the election.</li> <li>The maximum number of nomination is two.</li> <li>All candidates should be nominated by two others parents.</li> </ol>  |   |
| Information of candidates | <ol style="list-style-type: none"> <li>The candidates nominated shall provide an introduction of themselves (80-100 words).</li> <li>The introductions shall be sent to the Election Officer 7 days before the Parent Manager Election Day. The Election Officer shall then send a letter specifying the candidates' self-introductions and the date of the Parent Manager Election Day not less than 7 days before the Election Day.</li> </ol>   |   |
| Qualifications of a voter | <ol style="list-style-type: none"> <li>A voter must be a parent of a current student of the school.</li> <li>A teacher who is a parent of a current student is also qualified to vote.</li> <li>All parents of the current students of the school shall have equal voting rights.</li> </ol>   |   |
| Polling Method            | <ol style="list-style-type: none"> <li>The election is carried out by secret ballot.</li> <li>Each parent will receive a ballot which is to be filled in and submitted to the Parent Manager Ballot Box at the General Office in person.</li> <li>Parents can submit the ballot paper via the child. (Ballots returned by the child have to be put in an envelope with the parent's signature on the cover.)</li> </ol>  |   |
| Election Schedule         | 8/10/2015 – 15/10/2015   | Nomination Period                                     |
|                           | 16/10/2015   | Parents are informed of the details of the candidates |
|                           | 23/10/2015   | Polling Day   |
|                           | 26/10/2015   | Announcement of results                               |
|                           | 26/10/2015-30/10/2015  | Period of Appeal                                      |

According to the chapters of the Parent-Teacher Association, the Committee Appointment will be elected every two years. The 8<sup>th</sup> Council (2013-2015) has appointed the school to elect the new committee members for the 9<sup>th</sup> Council (2015-2017). You are cordially invited to offer your candidacy for the PTA Executive Committee or nominate suitable candidates. To show your support for the PTA, please submit the election form enclosed with this circular and return the duly completed form to us through the class teachers on or before 6th October 2015. The details of the election are as follows:

|                                       |  |   |
|---------------------------------------|--|---|
| Election Committee                    | Mr. SIN Sai Kit, the liaison of 2013-2015 TWTAPS PTA<br>Mr. CHENG Chung Hang, the recreation officer of 2013-2015 TWTAPS PTA<br>Ms. LAM Lai yin, the recreation officer of 2013-2015 TWTAPS PTA<br>Ms. Kam Lai Wah, the liaison of 2013-2015 TWTAPS PTA  |   |
| Number of Executive committee members | 8  |   |
| Tenure                                | 2 years (date will be confirmed by EDB)  |   |
| Duties                                | 1. Participate in PTA committee meetings (approximately once every two months)<br>2. Organize various educational activities.<br>3. Assist schools to organize various events such as parent-teacher picnic, parent fun day and school open day.<br>4. Participate in school work, provide advice to schools to formulate appropriate policies                         |   |
| Eligibility                           | 1. He/she must be a parent of a current student of the school.<br>2. He/she must not be a teacher of the school.<br>3. He/she does not meet any of the stipulations in "Grounds for refusal to register manager" under Section 30 of the Education Ordinance.  |   |
| Nominating Procedure                  | 1. Parents could self-nominate or nominate another eligible candidate for the election, maximum number of nomination is two.<br>2. All candidates should be nominated by two others parents.   |   |
| Information of candidates             | 1. The candidates nominated shall provide an introduction of themselves (80-100 words).<br>2. The introductions shall be sent to the Election Officer 15 days before the PTA Election Day. The election committee shall send a letter specifying the candidates' self-introductions and the date of the PTA Election Day not less than 7 days before the election day. |   |
| Qualifications of a voter             | 1. A voter must be a parent of a current student of the school.<br>2. A teacher who is a parent of a current student is also qualified to vote.<br>3. All parents of the current students of the school shall have equal voting rights.  |   |
| Polling Method                        | The election is carried out by secret ballot. Each parent will receive a ballot which is to be filled in and submitted to the PTA executive committee ballot box at the General Office in person. Parents can submit the ballot paper via the child. (Ballots returned by the child have to be put in an envelope with the parent's signature on the cover.)           |   |
| Election Schedule                     | 5/10/2015 – 9/10/2015  | Nomination Period                                     |
|                                       | 13/10/2015   | Parents are informed of the details of the candidates |
|                                       | 20/10/2015   | Polling Day   |
|                                       | 22/10/2015   | Announcement of results                               |
|                                       | 22/10/2015-28/10/2015  | Period of Appeal                                      |

Remarks:

1. All parents can be nominated for parent manager election and PTA Council Executive Election simultaneously.
2. If an insufficient number of eligible nominations take place, deadline for nominations will be extended.
3. The Election procedures will follow the PTA Constitution. The election committee/officer has the right to make any final decisions.
4. For any enquiries, please contact the election officer through our school.

Yours sincerely,



Lai Mo Wan  
Chairlady,

8<sup>th</sup> Tsuen Wan Trade Association Primary School Parent-Teacher Association



Tsuen Wan Trade Association Primary School Parent-Teacher Association  
2013-2015 PTA circular no. 17 <Please return to Mr. H. L. Cheng through the class teacher>  
the 5<sup>th</sup> Parent Manager and the 9<sup>th</sup> Parent-Teacher Association Executive Committee Election

Reply Slip

Dear Chairlady, TWTAPSPTA,

I fully understood the nomination and the schedule of the 5<sup>th</sup> Parent Manager and the 9<sup>th</sup> Parent-Teacher Association Executive Committee.

I am  willing<sup>^</sup> to be a candidate of the 5<sup>th</sup> Parent Manager of the IMC.  
 not willing

I am  not willing to nominate any parent to be the 5<sup>th</sup> Parent Manager.  
 willing to nominate a parent to be a candidate of the 5<sup>th</sup> Parent Manager.

Name of Parent: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_

Reason of Nomination \_\_\_\_\_

\* : Please fill-in form 1

I am willing to be a Candidate of the 9th Parent-Teacher Association Executive Committee.<sup>^</sup>  
 I have no intention to participate in the PTA Executive Committee Member Election.

I am  not willing to nominate any parent to be the PTA Executive Committee.  
 willing to nominate a parent to be a candidate of the 9th PTA Executive Committee.

Name of Parent: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_

Reason of Nomination \_\_\_\_\_

<sup>^</sup> : Please fill-in form 2

Remark: Please tick “✓” the appropriate box.

Name: \_\_\_\_\_

Class (Class No): \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_

The Incorporation Management Committee of Tsuen Wan Trade Association Primary School  
 The Election of the 5<sup>th</sup> Parent Manager  
**Nomination Form**

This form should be submitted to the school office in person or via your child before 12:00noon, 15<sup>th</sup> October, 2015

**Candidate's Personal Particulars**

Name (English) \_\_\_\_\_ 姓名(中文) \_\_\_\_\_

Children currently studying in the school: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Declaration by Candidate**

I solemnly and sincerely declare as follows:

1. The information provided on this form is true and correct. I agree that the Returning Officer can ask for relevant evidence if necessary.
2. I have not violated any of the registration requirements of Managers stipulated in Section 30 of the Education Ordinance.
3. I consent to allow the PTA to use the information provided by me for the Election of Parent Manager of the IMC.
4. I understand and accept the regulations and arrangements relating to the Election of Parent Manager set by the PTA.

Candidate's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Introduction to Candidate**

In not more than 80 words in English or Chinese, describe your education, occupation, working experiences in public organizations or community services, personal interests, and the aspiration of being a parent manager. Use a separate sheet if necessary. The information will be distributed to parents of our school for reference.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nominator's Information**

|             |                          |  |       |  |
|-------------|--------------------------|--|-------|--|
| Nominator 1 | Name of nominator :      |  |       |  |
|             | Name/Class of children : |  |       |  |
|             | Signature of nominator : |  | Date: |  |
| Nominator 2 | Name of nominator :      |  |       |  |
|             | Name/Class of children : |  |       |  |
|             | Signature of nominator : |  | Date: |  |

The personal information collected above will only be used in matters relating to the Election of Parent Manger and other legitimate purposes requested by government departments.

Tsuen Wan Trade Association Primary School Parent-Teacher Association  
The Election of the 9<sup>th</sup> Executive committee member  
**Nomination Form**

This form should be submitted to the school office in person or via your child before noon, 15<sup>th</sup> October, 2015

### Candidate's Personal Particulars

Name (English) \_\_\_\_\_ 姓名(中文) \_\_\_\_\_  
 Children currently studying in the school: \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### Declaration by Candidate

I solemnly and sincerely declare as follows:

1. I understand that the aim of the Committee is:  
 To promote closer contact between Tsuen Wan Trade Association and families and communicate between the PTA and parent members of the College;  
 To enhance friendly relationships between parents and teachers;  
 To facilitate the exchange of information with a view to improving the personal development of students.
2. I hereby agree to the school distributing the information I provide here (except #) to all PTA members.
3. The information provided on this form is true and correct. I agree that the Election Committee can ask for relevant evidence if necessary.
4. I understand and accept the regulations and arrangements relating to the Election set by the PTA.

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Introduction to Candidate

In not more than 80 words in English or Chinese, describe your education, occupation, working experiences in public organizations or community services, personal interests, and the aspiration of being a PTA executive committee member. Use a separate sheet if necessary. The information will be distributed to parents of our school for reference.)

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### Nominator's Information

|             |                          |  |       |  |
|-------------|--------------------------|--|-------|--|
| Nominator 1 | Name of nominator :      |  |       |  |
|             | Name/Class of children : |  |       |  |
|             | Signature of nominator : |  | Date: |  |
| Nominator 2 | Name of nominator :      |  |       |  |
|             | Name/Class of children : |  |       |  |
|             | Signature of nominator : |  | Date: |  |

The personal information collected above will only be used in matters relating to the Election of Parent Manger and other legitimate purposes requested by government departments.