

6th June, 2016

Dear Parents/Guardians,

Circular on the Elections for the Parent Manager and Alternate Parent Manager

Dear Parents / Guardians,

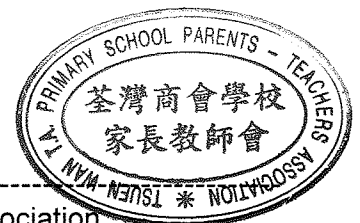
The terms of office for the present Parent Manager and Alternate Parent Manager ended and will end soon. The Education Ordinance requires that we elect the new Parent Manager of the Incorporated Management Committee (IMC) of the school. We have been approved to be the Parent-Teacher Association by the IMC since 23rd October, 2007. We are authorized to set the mechanism for the Election of Parent Manager according to the Guide for Parent Manager Election provided by EDB. The Returning Officer for the election is Mr. WONG Wai Kit, teacher of the School. He will be responsible for making nominations, issuing ballot papers and counting votes. The duties and the candidature of the Parent Manager and Alternate Parent Manager are as follows:

Post	One Parent Manager	One Alternate Parent Manager
Duration	2 years (to be confirmed by EDB)	From 1 st September, 2016 to 31 st August, 2018
Duties of Parent Manager/ Alternate Parent Manager	1. To ensure that the vision and mission of the school are carried out. 2. To assist in setting up the school general instructions, and the education and management policy. 3. To supervise the process of drawing up the budgets, to monitor school performances, to ensure the school management take responsibility, and to strengthen community networks. 4. To facilitate the communication and cooperation between the IMC and the registered management bodies. 5. He/She shall act in his/her personal identity to act for the interests of our students. 6. To attend the meetings of the IMC. (When the Parent Manager could not attend the meetings of the IMC, Alternate Parent Manager assists the Parent Manager to perform the duties.)	
Eligibility	All parents of current pupils of the school are eligible to become candidates. Please refer to the Provisions relating to Election of Parent Managers in Education Ordinance.	
Nomination Procedure	1. Each parent can nominate himself / herself, or another eligible parent with the enclosed nomination form. 2. All candidates must obtain two counter-signatures before the deadline of nomination to be eligible for candidacy.	
Information of candidates	1. All candidates nominated shall provide a brief introductory statement. 2. Not less than seven days before the election day, the Returning Officer will notify all parents the names of the candidates being nominated and the brief introductory statements of the candidates in writing, including their declarations where applicable.	
Electors' Eligibility	All parents of current pupils of the school are eligible to vote.	
Polling Method	Not less than seven days, the Voting Notice, two ballot papers and two envelopes will be distributed to each students for the parents / guardians to vote.	
Election Schedule	Start of nomination period-----7 th June, 2016 (Tuesday) End of nomination period -----13 th June, 2016 (Monday) Polling Day -----27 th June, 2016 (Monday) Announcement of results -----28 th June, 2016 (Tuesday)	

Enclosed please find the nomination form. Should you have any enquiries, please contact the Returning Officer for the election, Mr. WONG Wai Kit or myself.

Yours sincerely,


 PO Kin
 Chairlady,
 Tsuen Wan Trade Association Primary School Parent-Teacher Association



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 Tsuen Wan Trade Association Primary School Parent-Teacher Association
 2015-2017 PTA circular no. 1 <Please return to Mr. WONG Wai Kit via the class teacher>
Circular on the Elections for the Parent Manager and Alternate Parent Manager
Reply Slip

Dear Chairlady,

I acknowledge that I receive and is informed about the content of the circular above.

Name of student: _____

Class (Class No): _____ ()

Parent's signature: _____

Date: _____