



樂善堂梁錫琚書院
家長教師會有限公司

(Ref: 2122004pE)

8th October 2021

Dear Parents/Guardians,

Election of Parent Committee Members for Parents' and Teachers' Association

Established in January 1999, the Parents' and Teachers' Association aims at improving students' study environment by developing and strengthening the communication between parents and the school. The term of office of the current Parent Committee Members is due to expire soon. Parents who care about their child may want to know more about the school. Joining the Committee helps you better understand the school and gives you chances to help advance the school affairs. Thus, we would like to cordially invite you to participate in the 24th Election of Parent Committee Members.

The Parent Committee Members play an important role in the PTA. They are responsible for making decisions for the PTA and attending to the Association's affairs. **ALL parents are members of the PTA and eligible to be elected as a Parent Committee Member.** You are invited to take part in this election.

There are seven positions for parent members, namely Chairman (1), Vice-Chairman (1), Auditor (1), Secretary (1), Social Activities Coordinator (1), Communications Officer (1) and Committee Member (1), compound with two Reserve Parent Committee Members, who will fill the vacancy in default of any parent committee member.

As a parent committee member, you can

1. plan and carry out the PTA's activities
2. have meetings with the principal and the teachers to discuss ideas for improving the school's environment and facilities
3. assist to organise extra-curricular activities

As a parent committee member, you need to

1. attend every PTA meeting
2. implement the PTA's affairs

As a parent who loves your child, you must care about your child's learning in the school and would like to improve the school's facilities to provide your child a better study environment. To do this, you can join the PTA. Don't miss your chance!



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If you would like to join the 24th Election of Parent Committee Members, please have the following information completed and submitted to the class teacher by your child, so the Preparatory Committee can organise candidates' information.

Remarks:

Parent Committee Members Election schedule:

- a. 8 October (Fri): Nomination begins; nomination dues at 5pm on 13 October (Wed). Every family, irrespective of the number of children they have at the school, can nominate a parent/guardian/actual custodian of the student to be a candidate.
- b. 8 November (Mon): Distribute candidates' information and ballot papers. Every parent, irrespective of the number of children he/she has at the school, will receive only one ballot paper, with which the parent/guardian/actual custodian of the children will vote in his or her individual capacity.
- c. 11 November (Thur): Voting begins. Any vote casted after 5pm, 12 November (Fri) will not be accepted.
- d. 16 November (Tue): The counting of votes will be conducted at 4pm in Room 509. Parents are welcome to scrutinise the counting process.

Parent Volunteers Wanted

To organise more interest activities for parents or parents and children, the PTA would like to invite you to contribute your talents and nominate yourself to be the volunteer tutor for our activities. You are also cordially invited to assist in promoting our activities. Active participation is welcome! Please complete the reply slip and return to the class teacher.

PTA Membership Fee Collection

Since you are the general member of the Parent-Teacher Association, your membership will be automatically renewed in each academic year. Each family needs to pay \$40 for the membership fee (to be submitted by the oldest child). Please submit the fee to the class teacher before 13th October 2021 (by cash or by cheque which is payable to: The Incorporated Management Committee of Lok Sin Tong Leung Kau Kui College).



Yours sincerely,
The Parents' and Teachers' Association



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【Please return this reply slip and submit the membership fee to the class teacher by 13th October】

Dear Parents' and Teachers' Association,

I am the parent of _____ (student's name) of Class _____ (). I fully understood the arrangements concerning the nomination for Parent Committee Members Election and Volunteer Recruitment.

I am interested in being a volunteer tutor. Nature of activities can be

Contact number: _____

I am interested in being a parent volunteer.

Contact number: _____

Yours sincerely,

Parent's/Guardian's Signature: _____

Date: _____



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24th PTA Parent Committee Members Election - Declaration of willingness to stand as a candidate

Please return this declaration form to the class teacher by 13th October

****I am taking part in the 24th PTA Parent Committee Members Election. Here are my details:

Name: _____ Gender: _____

Education level: Primary or below Secondary Matriculation Tertiary or above

Student's name: _____ Class: _____

Relationship between the candidate and the student: _____

Please describe in no more than 100 words what you will contribute to the PTA and how you lead the development of the PTA.

My statement:

Parent's/Guardian's Signature: _____

Contact number: _____

Date: _____