

17th September, 2018

Dear Parents / Guardians,

Circular on the Elections for the 6th Parent Manager and Alternate Parent Manager

1. The terms of office for the 5th Parent Manager and Alternate Parent Manager will end soon. The Education Ordinance requires that we elect the new Parent Manager of the Incorporated Management Committee (IMC) of the school.
2. We have been approved to be the Parent-Teacher Association by the IMC. We are authorized to set the mechanism for the Election of Parent Manager according to the Guide for Parent Manager Election provided by EDB.
3. The Returning Officer for the election is Mr. WONG Kam On, teacher of the School. He will be responsible for making nominations, issuing ballot papers and counting votes.
4. The duties and the candidature of the Parent Manager and Alternate Parent Manager are as follows:

7. The duties and the candidature of the Parent Manager and Alternate Parent Manager are as follows:		
Number of Parent Manager and Alternate Parent Manager	1 for each	
Duration	2 years (to be confirmed by EDB)	
Duties of Parent Manager	<ol style="list-style-type: none">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.	
Duties of Alternate Parent Manager	<ol style="list-style-type: none">1. To attend the meetings of the IMC when the Parent Manager could not attend so.2. To assist the Parent Manager to perform the duties in the IMC.	
Eligibility	All parents of current pupils of the school are eligible to become candidates(must comply with the provisions of Article 30 of the Edu-ordinance.)(refer to annex)	
Nomination Procedure	<ol style="list-style-type: none">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	<ol style="list-style-type: none">1. All candidates nominated shall provide a brief introductory statement in 80-100 words.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 as defined in paragraph 4 above 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	19 th September, 2018 (Wednesday)
	End of nomination period	24 th September, 2018 (Monday)
	Polling Day	5 th October, 2018 (Friday)
	Announcement of results	8 th October, 2018 (Monday)

Enclosed please find the nomination form. Should you have any enquiries, please contact Mr. WONG Kam On or myself. We look forward to your support to this election. Thank you.

Yours faithfully,



Xie Maggie

Chairlady

Tsuen Wan Trade Association Primary School Parent-Teacher Association

2018 PTA Circular no. 2 <Please return to the class teacher>

Reply Slip

Dear Chairlady,

I have read the details of the above circular.

Student's Name: _____

Class: _____

Parent's Signature: _____

Date: _____



Provisions relating to Election of Parent Managers

The “Content” as listed out in the following table is a summary of the relevant provisions of the Education Ordinance and is for reference purpose. Please refer to the Education Ordinance if a specific provision is to be quoted.

Education Ordinance	Content
30	<p>The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that —</p> <ul style="list-style-type: none"> • the applicant is not resident in Hong Kong for at least 9 months in each year; • the applicant is not a fit and proper person to be a manager; • the applicant is a person in respect of whom a permit to teach has previously been cancelled; • the applicant is under the age of 18 years; • the applicant has attained the age of 70 years and he fails to produce a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate certifying that he is physically fit to perform the functions of a manager; • in making or in connection with any application — <ul style="list-style-type: none"> (i) for registration of a school; (ii) for registration as a manager or a teacher; or (iii) to employ a person as a permitted teacher in a school, the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular; • the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; • the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or • the applicant has been registered as a manager of 5 or more schools.

The Incorporation Management Committee of Tsuen Wan Trade Association Primary School
The Election of the 6th Parent Manager
Nomination Form

This form should be submitted to the school office in person or via your child on or before 12:00 noon, 24th September, 2018

Candidate's Personal Particulars

Name (English): _____	Name(中文): _____
Telephone: _____	E-mail: _____
Pupil's name: _____	Class: _____
Pupil's name: _____	Class: _____

Declaration by Candidate

I am willing to stand for election of the 6th Parent Manager. If I am elected, I will spare no effort to fulfill my duties as a Parent Manager, and serve the IMC of the school.

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 Manager and other legitimate purposes requested by government departments.