



香港學生輔助會小學家長教師會

Hong Kong Student Aid Society Primary School Parent Teacher Association

Address: 2 Tin Yip Rd, Tin Shui Wai Telephone no.: 2342 0555 Fax no.: 3401 4724 Website: www.hksasps.edu.hk

Notice of Parent Teacher Association (2021/22-001)

Dear parent members,

Election for the 12th Parent Teacher Association Executive Committee and the 16th Incorporated Management Committee (IMC) Parent Manager

Based on the constitution of our Association, the term of office of our Executive Committee and the IMC Parent Manager will come to an end shortly. Election are now being held for the 12th Parent Teacher Association Executive Committee and the 16th IMC Parent Manager. We are looking for potential candidates who have the passion for serving students. 2 entry forms are attached with a brief introduction of the responsibilities of the Executive Committee and the Parent Manager. Parents interested in the election are cordially invited to fill out the entry forms with your photos pasted in the designated area. Kindly place the forms into envelopes and submit them to the staff of the general office before 1 p.m. on 19 November 2021 (Friday). (Each parent member can join the election for the Executive Committee and the Parent Manager on an individual basis or participate in both elections for the Executive Committee and the Parent Manager at the same time)

Yours faithfully,

Ms. Kuk Chun Yim, President of the Association

Ms. Chui Ying Yee, Vice President of the Association

Ms. Cheung Ching Han, Principal of the School

5 November 2021



Reply slip (2021/22-001)

PIC: Ms. Yip Ming Mei

Dear Ms. Kuk

Election for the 12th Parent Teacher Association Executive Committee and the 16th Incorporated Management Committee Parent Manager

I have read and understand the content of the circular issued by the School.

Class _____ Student : _____ ()

Guardian's Contact number: _____

Guardian's Name : _____

_____ November , 2021

Guardian's Signature: _____

Remarks: 1. Class teachers are advised to keep the reply slips for their own records.



**Parent Teacher Association,
Hong Kong Student Aid Society Primary School**

Election for 16th Incorporated Management Committee (IMC) Parent Manager

The Incorporated Management Committee (IMC) was set up on 1 September 2006 by Hong Kong Student Aid Society Primary School to ensure an open, transparent and diversified governance structure of the school. Based on the IMC constitution, 1 Parent Manager and 1 Alternate Parent Manager will be elected with the tenure of office of 1 year from 20 March 2022 to 19 March 2023 (depending on the registration date).

The timeline for the election of Parent Manager is as follows	
Period of nomination	7 days starting from today (5 November 2021)
Deadline of nomination	12 November 2021
Based on Section 4.3 v a of the Constitutions of Parent Teacher Association, the period between the date of voting for parent manager election and the deadline of nomination should at least be two weeks.	
Election period	14 December 2021 – 22 December 2021 (A ballot box is made in the general office)
Tenure of office	1 year starting from 20 April 2022 to 19 April 2023 (depending on the registration date in the Education Bureau).

The regulations of the election for Parent Manager are listed below:	
Responsibilities of the Parent Manager	Act as the representative of all parents of the students in the school by joining the IMC on an individual base and fulfill the responsibilities of a school manager. In brief, the responsibilities of a school manager are to establish objectives, both long term and short term, for the school and prioritize development plans. Besides, he/she is to take part in the policy formulation in areas such as curriculum, finance, human resources and school facilities so as to lead the school in achieving academic and non-academic accomplishments.
Candidature	<p>All parents of the current students of the school are eligible for being the candidates. Parents in relation to a student include a guardian of the pupil and a person who is not the parent of the pupil but has the actual custody of the pupil.</p> <p>According to section 40AO (5) (b), a parent should not be nominated as a parent / alternate parent manager if he / she is a serving teacher of the school. Candidates should also note the registration requirements of managers set out in section 30 of the Ordinance.</p> <p>Remarks: Based on the requirement of Education Ordinance Section 30, 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 <u>not a resident in Hong Kong for at least 9 months in each year</u>;

	<ul style="list-style-type: none"> • the applicant is not a fit and proper person to be a manager; • 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; • the applicant has been registered as a manager of 5 or more schools <p>As stipulated in the Education Ordinance, no manager shall serve in an IMC in more than one capacity, for example, no one can serve as a parent manager and an alumni manager at the same time. Thus, if there are two elections under different categories to be conducted concurrently in a school, no one should stand as candidate in more than one election.</p>
Nomination procedure	<ol style="list-style-type: none"> 1. Candidates shall fill in the entry form printed on the overleaf and submit it before the deadline of nomination. 2. The completed entry form may be submitted to the staff of the general office either in person or via the class teacher through online channels.

For parents who are interested in joining the Election for 16th Incorporated Management Committee (IMC) Parent Manager, please observe the above regulations and fill in the entry form printed on the overleaf, which shall be submitted to the general office on or before 12 November 2021. ***The submission of the entry form is not required vice versa.***

Yours faithfully,
Ms. Kuk Chun Yim, President of the Association
Ms. Chui Ying Yee, Vice President of the Association
Ms. Cheung Ching Han, Principal of the School



Responsibilities of the Executive Committee, Parent Teacher Association, Hong Kong Student Aid Society Primary School

Position	Key Responsibilities
President	Responsible for calling the Annual General Meeting, the Extraordinary General Meeting and meetings of the executive committee; lead the Executive Committee to handle all affairs; report the affairs in the Annual General Meeting; organize the election of the Executive Committee.
Vice President	Responsible for assisting the president in all affair; promoting the activities of the Association; publish communications; take charge of the register of members; carry out the duty of the president in case of his/her absence.
General Secretary	Responsible for the preparation of the meeting agenda, meeting minutes, internal and external communications.
Financial Secretary	Responsible for the records of all income and expenditure, report periodically to the Executive Committee about its financial status; prepare the annual financial report, and submit it to the Executive Committee for audit purpose and obtain its passing in the Annual General Meeting.
Recreational Secretary	Responsible for the organization and implementation of all recreational activities, including but not limited to the purchase of items and decoration of venues.
Executive Secretary	Responsible for the assistance in the handling of all affairs. Be appointed as the Student Welfare Committee member and carry out audits for the income and expenditure accounts at the end of the financial year.



**Parent Teacher Association,
Hong Kong Student Aid Society Primary School
Election for 16th Incorporated Management Committee (IMC) Parent Manager
Entry Form**

Name: _____ (Chinese) **Gender:** _____
 _____ (English) **Occupation:** _____
Phone number: _____

Please paste your photo
here

Information of your children who are studying in the school (mandatory):

Name of your children	Class	Name of your children	Class
1.		3.	
2.		4.	

Service Experience:

Year	Experience

Vision for the election (mandatory):

Declaration:

I, hereby, declare that the information provided above is true and correct in all respects. I understand that relevant information will be used by the Parent Teacher Association in the election-related activities of the Parent Manager. I have read and have complied with the regulations and procedures of the election.

Deadline of the application: Before 1 p.m. on 12 November 2021 (Friday)

Candidate signature: _____ Date: _____

Remarks: The personal information disclosed on the entry form will be sent to all electors. The Parent Teacher Association bears no legal liability and shall not involve in any lawsuit due to the publication of the above personal statements.