

**Parent-Teacher Association (PTA)  
Executive Committee Member Training Programme  
(2016/2017 School Year)**

<b>Venue:</b>	W301, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
<b>Duration of session:</b>	6:30 p.m. to 9:00 p.m.
<b>Medium of Instruction:</b>	Cantonese
<b>Course Contents and Dates held:</b>	
Session 1  PTA Functions & Operations	<b>Contents</b> 1. Roles & Functions 2. Constitution, Registration & Election 3. Executives' Duties & Meetings  <b>Date: 11 November 2016(Friday)</b> <b>Time: 6:30 p.m. to 9:00 p.m.</b>
Session 2  Planning & Organisation of PTA Activities	<b>Contents</b> 1. Legal Matters 2. Programme Planning & Resources 3. Implementation of Activities  <b>Date: 18 November 2016 (Friday)</b> <b>Time: 6:30 p.m. to 9:00 p.m.</b>
Session 3  Finance Issues of PTA	<b>Contents</b> 1. Home-School Cooperation Grant 2. Accounts & Audit Matters 3. Prevention of Corruption during Procurement  <b>Date: 25 November 2016 (Friday)</b> <b>Time: 6:30 p.m. to 9:00 p.m.</b>
Session 4  PTA Communication & Publicity	<b>Contents</b> 1. Home-school cooperation • A win-win situation 2. Publicity & Recruitment of members 3. Harmonisation & Teambuilding  <b>Date: 2 December 2016 (Friday)</b> <b>Time: 6:30 p.m. to 9:00 p.m.</b>
Session 5  PTA and Parent Managers	<b>Contents</b> 1. Understanding on IMC – Governance Framework and Spirit 2. Parent Managers Election 3. Roles of Parent Managers  <b>Date: 9 December 2016 (Friday)</b> <b>Time: 6:30 p.m. to 9:00 p.m.</b>

## Reply Slip

### Parent-Teacher Association Executive Committee Member Training Programme (2016/2017 School Year)

Name of School : \_\_\_\_\_

Name of Parent-Teacher Association (Chinese) : \_\_\_\_\_

Name of Parent-Teacher Association (English, if applicable) : \_\_\_\_\_

Fax No. : \_\_\_\_\_ Phone No. : \_\_\_\_\_

The following executive committee members/designated committee members of Parent-Teacher Association (PTA) would like to apply for the training programme: *(Please insert a ✓ in the appropriate box of the applied session.)*

Serial No.	Name (English)	Name (Chinese)	Post in the PTA	Session 1	Session 2	Session 3	Session 4	Session 5	Application Result (Filled in by the Secretariat of CHSC)
				PTA Functions & Operations (11/11/2016)	Planning and organisation of PTA activities (18/11/2016)	Finance Issues of PTA (25/11/2016)	PTA Communication & Publicity (2/12/2016)	PTA and Parent Managers (9/12/2016)	
1									Accepted/ Not Accepted
2									Accepted/ Not Accepted
3									Accepted/ Not Accepted
4									Accepted/ Not Accepted
5									Accepted/ Not Accepted
6									Accepted/ Not Accepted
7									Accepted/ Not Accepted
8									Accepted/ Not Accepted

*[Duration of Slot : 6:30 p.m. – 9:00 p.m.]*

Signature of Principal/Chairperson\* of Parent-Teacher Association : \_\_\_\_\_

Name of Principal/Chairperson\* of Parent-Teacher Association : \_\_\_\_\_

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

**\* Please delete where inappropriate.**

Special Arrangements for Bad Weather:

The course will be cancelled when typhoon Signal No. 8 or above is in force or Black Rainstorm Warning Signal is issued at or after 3:30 p.m.