

**Parent-Teacher Association (PTA)
Executive Committee Member Training Programme
(2018/2019 School Year)**

Venue:	Lecture Theatre (WB), 4/F West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong
Time:	6:30 p.m. to 8:30 p.m.
Medium of Instruction:	Cantonese
Course Contents and Dates:	
Session 1 PTA Functions & Operation & Planning & Organisation of PTA Activities (I)	Date: 9 November 2018 (Friday) Contents 1. Roles & Functions 2. Constitution, Registration & Election 3. Executive Committee Members' Duties & Meeting Arrangements 4. Activity Planning & Resources (PTA sharing)
Session 2 Planning & Organisation of PTA Activities (II)	Date: 16 November 2018 (Friday) Contents 1. Activity Planning & Resources (FPTA sharing) 2. Activity Planning & Resources (Risk Management Matters)
Session 3 Finance Issues of PTA	Date: 30 November 2018 (Friday) Contents 1. Issues Related to Home-School Co-operation Grants 2. Prevention of Corruption for Purchasing Goods & Hiring Services 3. Issues Related to Financial Management
Session 4 Team Building of PTA	Date: 7 December 2018 (Friday) Contents 1. Enhancement of School's Complaint Management Arrangements 2. Home-school Co-operation • Creating a Win-win Situation Together 3. Publicity & Recruitment of Members 4. Co-ordination Skills & Team Building
Session 5 PTA and Parent Managers	Date: 14 December 2018 (Friday) Contents 1. Understanding on IMC – Governance Framework and Spirit 2. Parent Managers Election 3. Roles of Parent Managers

Reply Slip

Parent-Teacher Association Executive Committee Member Training Programme (2018/2019 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/designated committee members of Parent-Teacher Association (PTA) would like to apply for the training programme: *(Please put a ✓ in the appropriate box of the applied session.)*

(To facilitate our printing of the training certificates, please provide the full name in BLOCK letters)

Serial No.	Name (Full Name) (English)	Name (Full 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 & Operation, Planning & Organisation of PTA Activities (I) (9/11/2018)	Planning & Organisation of PTA Activities (II) (16/11/2018)	Finance Issues of PTA (30/11/2018)	Team Building of PTA (7/12/2018)	PTA and Parent Managers (14/12/2018)	
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

Signature of Principal/Chairperson* of Parent-Teacher Association : _____

Name of Principal/Chairperson* of Parent-Teacher Association : _____

Date : _____

* Please delete where appropriate

Course Arrangements Under Inclement Weather:

The course will be cancelled without further notice when Typhoon Signal No. 8 or above is hoisted or Black Rainstorm Warning is issued at or after 3:30 p.m.