

**Parent-Teacher Association (PTA)
Executive Committee Member Training Programme
(2021/22 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)	5 November 2021 (Friday) <u>Contents</u> 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)	19 November 2021 (Friday) <u>Contents</u> 1. Activity Planning & Resources (PTA sharing) 2. Activity Planning & Resources (Risk Management Matters)
Session 3 Finance Issues of PTA	26 November 2021 (Friday) <u>Contents</u> 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	2 December 2021 (Thursday) <u>Contents</u> 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	10 December 2021 (Friday) <u>Contents</u> 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 (2021/22 School Year)

Name of School : _____

Name of PTA (Chinese) : _____

Name of PTA (English, if applicable) : _____

Fax No. : _____ Phone No. : _____

The following executive/designated committee members of 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)

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 CHSC Secretariat)
				PTA Functions & Operation, Planning & Organisation of PTA Activities (I)	Planning & Organisation of PTA Activities (II)	Finance Issues of PTA	Team Building of PTA	PTA and Parent Managers	
				5/11	19/11	26/11	2/12	10/12	
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 PTA : _____

Name of Principal/Chairperson* of PTA : _____

Date : _____

* Please delete where appropriate

Course Arrangements Under Inclement Weather:

The training programme will be cancelled without further notice when Typhoon Signal No.8 or above / Black Rainstorm Warning Signal is issued by the Hong Kong Observatory at or after 3:30 p.m.