

**[Name of Kindergarten]**

**Parent-Teacher Association Operational Guide**

*(Note: The content of this sample is provided for reference only. Kindergartens may make necessary revisions, additions or deletions to it having regard to the operational needs of the Parent-Teacher Association (PTA).)*

**1. Mission**

- a. To strengthen the communication between the school and parents to establish a home-school partnership;
- b. To promote the connection and communication between parents through planning and organising a diverse range of activities;
- c. To discuss issues of mutual concern between parents and the school, reflect parents' views, and work together to promote the all-round development of students.
- d. To plan, develop and implement parent education to equip parents with the knowledge and skills to nurture their children.

**2. Membership**

- a. Parent member: All parents or guardians of current students are eligible to apply for parent membership.
- b. Ex-officio member: The serving Principal shall be an ex-officio member.
- c. Teacher member: The serving teachers shall be teacher members.

**3. Members' Rights and Obligations**

- a. All parent members shall have the right to elect and be elected as members of the Executive Committee, and shall have the right to vote in such elections.
- b. All members are eligible to participate in any activities organised by the PTA.
- c. All members are bound by the "Parent-Teacher Association Operational Guide" of the PTA.

**4. Membership Fee**

- a. Parent members are required to pay a membership fee of \$[ ] per family per school year.
- b. Ex-officio and teacher members are exempt from membership fees.
- c. Membership fees paid by individuals who withdraw their membership during the school year are not refundable.
- d. No member shall be obliged to provide the PTA with any monetary aid other than membership fees.

## 5. Executive Committee

- a. All business of the PTA shall be jointly conducted by the school and the Executive Committee.
- b. The Executive Committee shall be made up of [ ] committee members, including [ ] parent members and [ ] teacher members.
- c. The appointment of teacher members to the Executive Committee shall be made on the school's recommendation, whereas parent committee members shall be elected by secret ballot on a "one person, one vote" basis at the General Meeting. Such an election shall be organised and conducted by the School. [\*The appointment of parent committee members for the first Executive Committee may be made by invitation from the School to facilitate the preparatory work and transition.] ***[\*This statement can be retained or deleted depending on the school's arrangement.]***
- d. The composition of the Executive Committee is as follows:
  - i. Chairman : 1 ( 1 parent member)
  - ii. Vice-Chairman : [ ] ([ ] parent member(s) and/or [ ] teacher member(s))
  - iii. Treasurer : [ ] ([ ] parent member(s) and/or [ ] teacher member(s))
  - iv. Secretary : [ ] ([ ] parent member(s) and/or [ ] teacher member(s))
  - v. [ ] : [ ] ([ ] parent member(s) and/or [ ] teacher member(s))
- e. The term of office for all committee members shall be [ ] year(s). A committee member may serve consecutive terms if re-elected/re-appointed on the school's recommendation.
- f. The posts within the Executive Committee shall be determined through mutual election among the elected committee members at the first Executive Committee meeting.
- g. The quorum for an Executive Committee meeting shall be [*in fractional terms*] of all committee members. A resolution regarding any motion brought forward at such a meeting shall require a majority vote of the committee members present for its adoption.
- h. In the event of a tie vote at an Executive Committee meeting, the Chairman shall have a casting vote.
- i. The Executive Committee has the right to elect additional members to fill vacancies arising during the year.
- j. All members of the Executive Committee shall serve the PTA on a voluntary basis.

## 6. Finance

- a. The PTA may use its funds to take forward its business and cover its expenses.
- b. The Treasurer shall report the financial status of the PTA during each Executive Committee meeting.
- c. All income of the PTA shall be deposited into the school's bank account, and all cheques, account books and receipts will be kept by the school. All PTA-related income and expenditures will be recorded by the school in a separate ledger.
- d. The school shall arrange for the PTA's accounts to be audited at least once a year

by a voluntary auditor or a person conversant with financial auditing.

**7. Revision to the “Parent-Teacher Association Operational Guide”**

- a. Any revision made by the school to this Operational Guide shall be promptly communicated to all parents.

(Last revised on: \_\_\_\_\_[date])