

**School Parent-Teacher Association
The 3rd Executive Committee Meeting Agenda (Sample)**

Date: OOdayOOmonthOOOOyear (Weekday/Weekend)

Time: OO:OO to OO:OO p.m.

Place: Room OO of the School

Agenda

- 1. Adopting minutes of the 2nd Executive Committee Meeting**
- 2. Follow-ups**
 - 2.1 Progress on giving “Appreciation Cards” to teachers
 - 2.2 Progress on the parents’ participation in the “Competition on the e-Card Design of Appreciation Cards for Teachers” of the XX PAAT Drive organized by the Committee on Home-School Co-operation
- 3. Reports**
 - 3.1 Tactics for making school choices under the Secondary School Places Allocation System
- 4. Discussions**
 - 4.1 The election of volunteer parents and “Student Care Ambassadors”
 - 4.2 Choice of gifts/book coupons
 - 4.3 Bookmark design contest matters for “Unity of Home and School, Life with Love and Care”
- 5. Any other business**
- 6. Adjournment**
- 7. Date and time for next meeting**