

## Chapter Two : Operation



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### 2.1 Preparation of an Annual Plan

- The preparation of a single overall plan of the Association facilitates the organization of various activities.
- The plan should be simple.
- In preparing the plan, business reports of the Parent-Teacher Association issued during the preceding year(s) and opinions of parents and teachers may be consulted.
- The financial affordability of parents for activities organized should be taken into consideration.
- All activities should be organized upon discussion and the arrival of a consensus with the school.
- Please refer to **Appendix (5)** for a sample of the annual plan.

### 2.2 Suggested Activities

- Publishing and distributing publications: newsletters, annual reports, business reports of the Association
- Parent-child activities: outdoor activities, interest groups, joint-PTA activities
- Value-added courses: talks, training classes, sharing sessions and visits
- Voluntary services: providing on-site services in the school, counselling services for parents/students, propaganda services
- Home-school co-operation activities: activities participated by parents, students and teachers

### 2.3 Meetings of the Parent-Teacher Association

#### (a) Types of Meetings

- Generally speaking, meetings can be classified into General Meetings, meetings for preparing the annual plan, working meetings and annual review meetings. Information about various types of meetings is as follows:

Type	Function	Point to note
General Meeting	<ul style="list-style-type: none"><li>• Reports business of the Association and its financial status.</li><li>• Elects executive</li></ul>	<ul style="list-style-type: none"><li>• To encourage the participation of parents and ensure high attendance,</li></ul>

Type	Function	Point to note
	committee members. • Adopts the direction of development for the entire year and makes decisions on important issues.	arrangement may be made for class teachers to meet parents on the same day.
Meeting for preparing the Annual Plan	• Draws up issues for concern and targets of the work tasks for the entire year. • Draws up a working schedule for the entire year. • Draws up a financial budget and resources plan.	
Working Meetings	• Works out the division of labour. • Reports and follows up on matters such as progress on issues of interest, difficulties encountered or problems to be resolved. • Discusses and votes on the agenda items.	• To form working groups if necessary
Annual Review Meeting	• Offers a review and summary of work carried out during the year. • Issues final financial reports. • Reviews the activities conducted.	

### (b) Procedures for Meetings

- Preparation prior to meetings
  - The chairman and the secretary should work out the agenda and discussion items first. Please refer to **Appendix (6)** for a sample on the agenda.
  - Typically, the secretary should notify members of the date, time, venue and agenda of the meeting 14 days in advance. If the

Parent-Teacher Association is registered as a limited company, a written notice of the meeting should be sent out 21 days before the annual general meeting is convened.

- The secretary should prepare minutes of the previous meeting and other relevant documents for the members' perusal. Please refer to **Appendix (7)** for a sample on the minutes of the meeting.
- Committee members in charge of "liaison" and "recreation and welfare" should lobby and encourage members to attend the General Meeting.
- Members should try their best to understand the items for discussion and the relevant background information.
- During the meeting
  - The meeting should proceed according to the agenda. The chairman should lead the discussion and voting by the attendees.
  - Voting should be conducted after the discussion session and in accordance with the stipulations in the constitution.
  - In discussing the items, attendees should be open and concern themselves with facts rather than individuals. They should try their best to express their views and accept different opinions. They should also respect others when they speak. The chairman should control the discussion atmosphere to avoid the extremes of over-excitement and passivity.
  - The chairman should control the time for each agenda item to ensure that the meeting finishes on time.
- Follow-up after the meeting
  - Minutes should be ready within 7 days after the meeting and sent to the chairman for perusal and approval.
  - Copies of the approved minutes of meeting should be sent to all attendees of the meeting as soon as possible via various forms of transmission (such as email). A deadline (usually within 7 days after dissemination) should be set for collecting feedback. The amended version should serve as the draft minutes.
  - Generally speaking, the draft minutes should be submitted for adoption and filing at the next meeting. However, the actual situations and decisions made by the chairman together with the executive committee must be taken into consideration.

- Members and executive committee members responsible for executing the resolutions should follow up on the issues concerned.
- Special note for Parent-Teacher Association registered as a company limited by guarantee
  - An annual general meeting (“AGM”) must be held in respect of each financial year of the company within 9 months after the end of the company’s accounting reference period by reference to which the financial year is to be determined;
  - The business to be transacted at the AGM must include, inter alia, appointment of auditor for a financial year and laying of financial statements, directors’ report and auditors’ report.
  - For a financial year which begins before 3 March 2014, an annual return and a certified copy of accounts (including every balance sheet laid at the annual general meeting, auditors’ report, and directors’ report) should be filed with the Companies Registry within 42 days after the date of the AGM for the year.
  - For a financial year begins on or after 3 March 2014, an annual return together with certified true copies of the relevant financial statements, directors’ report and auditor’s report are required to be delivered within 42 days after the company’s return date, i.e. 9 months after the end of the company’s accounting reference period.
  - Please refer to **Appendix (2)** for details of the filing requirements of an annual return.