

Preface	3
CHAPTER ONE: INAUGURATION	
1.1 Aims and Functions of a Parent-Teacher Association	5
1.2 Preparation	5
1.3 Executive Committee Members of the Parent-Teacher Association and a Summary of their duties	6-8
1.4 Types of Registration for Parent-Teacher Associations	8-12
1.5 Constitution	12
1.6 The First General Meeting of Parents	13
1.7 Points to Note during Elections and Voting	13
CHAPTER TWO: OPERATION	
2.1 Preparation of an Annual Plan	15
2.2 Suggested Activities	15
2.3 Meetings of the Parent-Teacher Association	15-18
CHAPTER THREE: INSURANCE	
3.1 Procurement of School Insurance	20
3.2 Block Insurance Policy	20
3.3 Protection for Activities of the Parent-Teacher Association	21
CHAPTER FOUR: FINANCE	
4.1 Sources of Income	23
4.2 Home-School Co-operation Grants	23-25
4.3 Financial Management	25-27
4.4 Duties of the Executive Committee	27
4.5 Duties of the Treasurer	27
4.6 Drawing up a Budget	27
4.7 Handling Income and Expenditure	27-29
4.8 Financial Report	29-30
CHAPTER FIVE: PARENT MANAGERS	
5.1 School-Based Management Governance Framework	32
5.2 Recognized Parent-Teacher Association	32
5.3 Parent Managers	32
5.4 Alternate Parent Manager	32-33
5.5 Nomination, Election and Vacation of Office of Parent Managers	33-34

CHAPTER SIX: NETWORKING	
6.1 Home-School Networking	36-37
6.2 District-Based Networking	37-38
6.3 Proper Use of Community Resources	38
APPENDICES (1) – (10)	40-67