

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

Date: OOdayOOmonthOOOOyear (Weekday/Weekend)

Time: OO:OO to OO:OOp.m.

Place: Room OO of the School

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**Agenda**

- 1. Adopting minutes of the 2<sup>nd</sup> 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**