



樂善堂梁銜琚書院  
家長教師會有限公司

(Ref: PTA2425004E)

27 September 2024

Dear Parents/Guardians,

**Election of Parent Committee Members for Parents' and Teachers' Association**

Established in January 1999, the Parents' and Teachers' Association (PTA) aims at improving students' study environment by developing and strengthening the communication between parents and the school. The term of office of the current Parent Committee Members is due to expire soon. Parents who care about their child may want to know more about the school. Joining the Committee helps you better understand the school and gives you chances to help advance the school affairs. Thus, we would like to cordially invite you to participate in the 27<sup>th</sup> Election of Parent Committee Members.

The Parent Committee Members play an important role in the PTA. They are responsible for making decisions for the PTA and attending to the Association's affairs. **ALL parents are members of the PTA and eligible to be elected as a Parent Committee Member.** You are invited to take part in this election.

There are seven positions for parent committee members, namely Chairman (1), Vice-Chairman (1), Auditor (1), Secretary (1), Social Activities Coordinator (1), Communications Officer (1) and Committee Member (1), compound with two Reserve Parent Committee Members, who will fill the vacancy in default of any parent committee member.

As a parent committee member, you can

1. plan and carry out the PTA's activities.
2. have meetings with the principal and the teachers to discuss ideas for improving the school's environment and facilities.
3. assist to organise extra-curricular activities.

As a parent committee member, you need to

1. attend every PTA meeting.
2. implement the PTA's affairs.

As a parent who loves your child, you must care about your child's learning in the school and would like to improve the school's facilities to provide your child a better study environment. To do this, you can join the PTA. Don't miss your chance!



樂善堂梁錄琚書院  
家長教師會有限公司

Remarks:

Parent Committee Members Election schedule:

- a. 27 September (Fri): Expression of Interest will be issued via eClass Parent App. Submission deadline is 5:00pm, 2 October (Wed). Late submission will not be accepted.
- b. 3 October (Thu): Nomination Forms for Parent Committee Members Election will be distributed to parents who wish to nominate.
- c. 4 October (Fri): Nomination begins; nomination dues at 5:00pm on 8 October (Tue). Every family, irrespective of the number of children they have at the school, can nominate a parent/guardian/actual custodian of the student to be a candidate.
- d. 7 November (Thu): Distribute candidates' information and ballot papers. Every parent, irrespective of the number of children he/she has at the school, will receive only one ballot paper, with which the parent/guardian/actual custodian of the children will vote in his or her individual capacity.
- e. 8 November (Fri): Voting begins. Any vote casted after 5:00pm, 12 November (Tue) will not be accepted.
- f. 14 November (Thu): The counting of votes will be conducted at 4:00pm in Room 509. Parents are welcome to scrutinize the counting process.

**Parent Volunteers Wanted**

To organise more interest activities for parents or parents and children, the PTA would like to invite you to contribute your talents and nominate yourself to be the volunteer tutor for our activities. You are also cordially invited to assist in promoting our activities. Active participation is welcome!

**PTA Membership Fee Collection**

Since you are the general member of the PTA, your membership will be automatically renewed in each academic year. Each family needs to pay \$40 for the membership fee (to be submitted by the oldest child). Please submit the fee via eClass ePayment before 2 October 2024.



Yours sincerely,  
The Parents' and Teachers' Association  
Lok Sin Tong Leung Kau Kui College



樂善堂梁錫琚書院  
家長教師會有限公司

(Ref: PTA2425004E)

【Please fill out and submit the Expression of Interest via eClass Parent App  
on or before 2 October at 5:00pm】

Dear Parents' and Teachers' Association,

I fully understood the arrangements concerning the nomination for Parent Committee Members Election, Volunteer Recruitment and Submission of Membership Fee. I #

- wish to nominate myself for the Parent Committee Members Election.
- am interested in being a volunteer tutor. Nature of activities can be \_\_\_\_\_
- am interested in being a parent volunteer.
- do not have any nominations for the Parent Committee Members Election and have no interest in being a volunteer tutor or parent volunteer.

Yours sincerely,

Parent's/Guardian's Signature: \_\_\_\_\_

Parent's /Guardian's Signature: \_\_\_\_\_

Student's name: \_\_\_\_\_

Parent's/Guardian's Contact No.: \_\_\_\_\_

Class and class number: \_\_\_\_\_ (            )

Date: \_\_\_\_\_

# Please put a “√” in the appropriate box and parents can choose more than one box.