

CIRCULAR

Subject: Annual Elections of the office bearers of the Parent Teacher Association of the school

Dear Parent

The parents, the teachers and other people interested in the welfare of children sincerely believe that only through united efforts, can therefore be created such conditions at home, school and the community as will be conducive to the development of our children more responsible, talented and tolerant citizens of this great nation of ours.

In this context, let me thank you for extending your willing co-operation and support to the school in helping us impart better and better education to your wards so that their future becomes secure and their lives turn out to be richer and satisfying. We together have proved the truth of the dictum that real and effective education of the children is possible only by a process in which both the home and school are equal partners.

The elections to the Executive Committee of the school were conducted in the session 2016-2017 and 2017-18. As the one year term of the Executive Committee has expired, we need to hold fresh elections for the session 2018-2019.

The Parent Teacher Association at the school level consists of two bodies. One will be the General Body and the other will be the Executive Committee. The General Body shall consist of the parents of all the children on the rolls of the school and the Principal and the teachers of the school as ex-officio members the Executive Committee shall comprise the following members elected every year by the General Body:-

S.No	POST	NUMBER	WHETHER PARENT/ TEACHER
1	Chairperson	01	Teacher (Head of the school Ex-officio)
2	Vice-Chairpersons	02	01 Teacher and 01 Parent
3	Secretary	01	Parent
4	Joint - Secretary	01	Parent
5	Treasurer	01	Teacher
6	Members of the Executive Committee	09	05 Teachers and 04 Parents

Any vacancy arising in the Executive Committee shall be filled in by the Executive Committee itself.

The functions and duties of the different officer bearers shall be as follows:

1. Chairperson:

The Chairperson shall preside over the meetings of the General Body and the Executive Committee. She will lead and guide the PTA and chalk out a plan of action every year with the active co-operation, support and involvement of the members of the PTA.

2. Vice-Chairpersons:

The Vice-Chairpersons shall aid and assist the Chairperson in all her functions and duties. One of the Vice-Chairmen shall chair the meetings of the General Body and the Executive Committee in the absence of the Chairperson.

3. Secretary:

The secretary shall convene the meetings of the General Body and the Executive Committee with the approval of the Chairperson. She/he will handle all correspondence on behalf of the PTA. She/he will execute the decisions taken by the Executive Committee. She/he will draft the minutes of all the meetings and present them for confirmation in the next meeting.

4. Joint-Secretary:

The Joint-Secretary shall aid and assist the secretary in the discharge of her duties and functions.

5. Treasurer:

The treasurer shall keep the account of the income and expenditure of the PTA. She shall ensure that the funds are collected and spent only after sanction by the Executive Committee.

6. Executive Members:

The Executive members shall perform the tasks assigned to them by the Chairperson and the Secretary. They will help the Executive Committee in taking right decisions with the constructive suggestions.

The meetings of the General Body and the Executive Committee shall be as follows:-

The General Body shall meet for the Annual General Meeting (A.G.M.) every year. Extra ordinary general meetings (A.G.M.) may also be called as and when required. The Executive Committee shall meet as often as required but at least once in every quarter.

The quorum for the General Body meeting shall be 50 or one-third of the total membership, whichever is less. The quorum for the meeting of the Executive Committee shall be 09. However, no quorum shall be required for an adjourned meeting.

Since we propose to constitute the new Executive Committee by the beginning of July, 2018, it is requested that members of PTA who wish to contest election for any of the posts of office bearer of PTA specified above, may kindly intimate their preference **in the enclosed pro forma and post/deposit it at the reception counter of the school by May 19, 2018.**

The elections shall take place on Saturday the 07th of July, 2018 between 10:00 a.m. & 12:00 noon. The results shall be announced the same day.

It is requested that all the members, both parents and teachers, kindly make it convenient to spare some time off their busy schedule to cast their vote so that the new Executive Committee that emerges, is a truly representative body and sincerely works to achieve the aims and objectives with which the PTA was established.

We look forward to welcoming you to the school on the Election Day.

With regards

Sincerely yours

(Ms.) Vimmi Jolly
Principal

Distribution:-

- i. Parents of all the students (through their wards)
- ii. Teachers on rolls of the school
- iii. Chairperson, Managing Committee for information
- iv. Chairperson, Titiksha Academic Society for information
- v. Manager of the School for information
- vi. Office records