

AHLCON PUBLIC SCHOOL
PTA (GBM – Election of Executive council) Meeting Circular

Circular No. APS/Cir/PTA-G.Ele/2022

Date: 04/10/2022

Subject: **Invitation for APS-PTA Annual General Body Meeting - Election of Parent representatives for APS PTA for academic year 2022-23**

Dear Parents, Greetings from Ahlcon Public School!

We take this opportunity to invite Parents of Classes Pre-school (Nursery) to Class XII for the ‘Annual General Body Meeting’ (GBM) and for the election of ‘Parent Representatives (PTA Executive Council Members: two members from pre-primary, two members from primary, two members from middle & secondary, two from senior secondary – as per committee constitution given below), for APS –PTA for this academic year on **08 October 2022**. The elected member body will internally nominate office bearers among themselves in the first meeting of the PTA Executive body.

Agenda of the meeting:

Election and formation of PTA executive committee for the academic year 2022-23 (tenure extendable till 2023-24, for applicable parents).

It’s an undeniable fact that parents are major stakeholders in functioning of a school. At the outset, we would like to express our gratitude to the parent community for their continuous support in all our endeavors. Existing PTA executive committee has also played a very significant role in support of the entire school community, and we would like to place on record, our sincere appreciation for their valuable inputs and ever willing support.

To constitute a new PTA Executive committee, we would like to propose selection / election process (voluntary nomination from parents of different sections (namely pre-primary, primary, middle, secondary and senior secondary as per the positions stated below) and if more than one member, on the spot lottery system to select the member). The same is scheduled for October 8,2022 in the school Auditorium.

Executive committee

1. The executive Committee shall consist of the following elected members of the General body.
 - a) Chairman-Head of the school (Ex-Officio).
 - b) Vice-Chairman two elected (One Male, One Female) One from among parents and one from teachers
 - c) Hony. Secretary –elected from among the parents.
 - d) Hony. Joint Secretary –two, elected from among the parents and teachers (1) Male, 1 (Female).
 - e) Hony. Treasurer-elected from among the teachers.
 - f) Member –nine (5 from among parents and 4 among teachers).
 - g) Members may be co-opted in place of outgoing members.

2. One of the Vice-chairmen shall preside over the meeting of the association in the absence of the Chairman.
3. Hony. Secretary shall be responsible for all the correspondence on behalf of the association and shall call meeting and arrange for programmed approved by Executive Committee.
4. Hony. Joint Secretary shall help Hony. Secretary
5. Hony. Treasurer shall maintain the records of the association including the income and expenditure.
6. One of the elected members shall be nominated to the managing committee of the public school.

Membership

All parents of the students shall be the member of the PTA and all teachers shall be its ex-officio members. No parents should continue as a member or office bearer of the PTA of the school of his/her ward has left the school.

- Education officer/ Education Inspector will ensure the election of the Executive Committee will be held in democratic way.
- There should be one member from the economically disadvantage community and 50 percent of the members should be women.
- List of members of executive committee of the Parent-Teachers Association should be placed notice on duly board give school and copy of the member and Executive committee should be sent to concern E.O/E.I. within 15 days from the formation of the committee.
- Term of the Parent Teachers Association should be for a period of one academic year and no parent / teacher can become member of the Committee within five years since his election to the Executive Committee.
- Executive committee will meet once in two months.
- Duties of the Parents Teacher Association are as follows –
 1. Help School in any events outside and beyond standard school functions.
 2. Work with the Parent Volunteer System to plan and provide activities and that support lesson plans given to the students.
 3. Provide an “ear” to the issues concerning the parent body at large and take it up with School Management for satisfactory resolution.
 4. Solicit new ideas and suggestions from the parent body to help enhance the overall and all-round education experience and work with school for Review and implementation of the same.
 5. Elected parents will communicate relevant activities and current issues of the school to the parents at large via email and during the meeting.
 6. Build sense of community at school through increased and sustained parental participation and involvement in school events.
 7. Foster a relationship between parents, teachers, school management and Board of Trustees.

Looking forward to a collaboration and partnership for a better future for our children.

(Dr. Deepak Raj Singh Bisht)
Principal