Law Ting Pong Secondary School Parent-Teacher Association
羅定邦中學家長教師會

Election of Parent Manager of the Incorporated Management Committee

5th December 2013

Dear Parents,

The tenure of office for the existing Parent Manager and Alternate Parent Manager ended on 27th Nov 2013 and will end on 6th Feb 2014 respectively. We would like to take this opportunity to thank Ms. Yik Lai King Helen and Mr. Lee Koon Chuen for their contribution during the last two years.

Law Ting Pong Secondary School Parent-Teacher Association (the PTA) has to nominate a Parent Manager and an Alternate Parent Manager. You are invited to nominate yourself or another parent for the election of Parent Manager to join the IMC. Details are as follows:

<table>
<thead>
<tr>
<th>Vacancies</th>
<th>A Parent Manager (Candidate who obtains the greatest number of votes) and an Alternate Parent Manager (Candidate who obtains the next greatest number of votes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidature</td>
<td>1. All parents of current pupils of the school are eligible to become candidate. Parents in relation to a pupil include a guardian of the pupil and a person who is not the parent or guardian of the pupil but has the actual custody of the pupil.</td>
</tr>
<tr>
<td></td>
<td>2. According to the Education Ordinance Section 40AO (5)(b), a parent should not be nominated as a parent / alternate parent manager if he / she is a serving teacher of the school. Candidates should note the registration requirements of managers set out in section 30 of the Education Ordinance.</td>
</tr>
<tr>
<td></td>
<td>3. As stipulated in the Education Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as a parent manager and an alumini manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.</td>
</tr>
<tr>
<td>Term of Office</td>
<td>2 years from the date of registration</td>
</tr>
</tbody>
</table>

Roles of Managers

According to paragraph 17 of Part III of the IMC Constitution,

17.1 The Managers as a whole shall be responsible for –

(a) ensuring that the vision and mission of the School as set by the Sponsoring Body are carried out;

(b) developing the general direction for the School, formulating the educational and management policies of the School; and

(c) overseeing the planning and budgetary processes, monitoring the performance of the School, ensuring accountability of School management and strengthening the community network; and such other duties as may be determined by the IMC from time to time.

17.2 A Manager shall promote communication and co-operation between the IMC and the body that nominated him for registration as a Manager.

17.3 A Manager of any category shall act in his personal capacity for the interests and benefits of the School and the students of the School as a whole.

| Period of Nomination          | From 5th December 2013 to 4:00 p.m. on 17th December 2013 |
| Date of Voting               | From 20th January 2014 to 4:00 p.m. on 22nd January 2014   |
| Date of Counting Session     | 4:30 p.m. on 22nd January 2014                             |
| Date of Announcement of Result | Announcement of result will be conducted immediately after the counting session on 22nd January 2014 |
| A parent letter will be issued to all parents on 24th January 2014. |

Please indicate your preference by returning the reply slip to your child's Class Teachers on or before 17th December, 2013 (Tuesday). Declaration for candidature will be arranged for interested candidates later. Brief introduction of candidates, details of the election and voting procedures will be released on 9th January 2014 (Thursday).

For enquiries, please contact the Returning Officer of the Election of Parent Manager, Mr. Wong Siu Kee, at 2685 1210 or 2638 6942. Thank you very much for your kind attention.

Yours truly,

Cheng Shuke Ching Doris (MS)
Chairperson of Parent-Teacher Association

13-14/PTA/0117
羅定邦中學法團校董會家長校董選舉事宜

敬啟者：本校法團校董會現任家長校董任期已於二零一三年十一月二十七日屆滿，而現任資格校董任期亦將於二零一四年三月二日到屆滿，在此謹代表校董會向各關心學校發展之校友及社會人士表示感謝。

本會現誠邀各位家長自薦或推薦其他家長參選，加入法團校董會，參與校政決策，共同為羅定邦中學的學生謀福祉。詳情如下：

<table>
<thead>
<tr>
<th>空缺</th>
<th>一名現任校董（選舉得票最高者）及一名替代家長校董（選舉得票次高者）</th>
</tr>
</thead>
</table>

候選資格
1. 所有學校現有學生的家長，都有資格成為候選人。家長就學生而言，包括該學生的監護人及非該學生的家長或監護人，但實際管教該學生的人。
2. 根據教育條例第40AO條第(b)款，如有關家長是學校的全職教員，他/她便不能獲提名為家長校董。候選人請注意《教育條例》第30條所載有關校董的註冊規定。
3. 根據條例規定，校董不可在法團校董會內同時出任多於一個界別的校董。因此，任何人士均不可同時出任家長校董及校友校董。如兩個界別於同一時間在學校舉行選舉，候選人亦不可同時參選兩個界別的校董選舉。

任期
由註冊日期起兩年

角色
根據《羅定邦中學法團校董會章程》第三部分17段，
17.1 校董須負責—
(a) 確保辦學團體訂定的本校校規及辦學使命得以踐行；及
(b) 爲本校研訂一般指示，制訂本校的教育和管理政策；及
(c) 監督、維護及財務預算的過程，監察學校表現，確保學校管理層按責任，並加強社區網絡。
17.2 校董須促進法團校董會涉及學校團體之間的溝通和合作。
17.3 任何類別的校董均須以其個人身份為本校學生的利益而行事。

提名期限
二零一三年十二月五日至十二月十七日下午四時正。

投票日期
二零一四年一月三十日至二零一四年二月二十二日下午四時正。

點票會日期
二零一四年一月二十二日下午四時十分。

公布結果日期
二零一四年一月二十二日點票後即場公布，並於二零一四年一月二十四日發信給所有家長，書面通知投票結果。

請閣下於二零一三年十二月十七日（星期二）或之前於條款示範，會方將盡速派發資格申報，並於二零一四年一月九日（星期四）發出選舉通告，公佈候選人資料及選舉投票詳情。

如有查詢，可致電2685 1210或2638 6942與家長校董選舉主任黃紹基副校長接洽。

此致
各家長

二零一三年十二月五日

家長教師會主席
鄭淑貞

13-14/PTA/0117
Reply Slip
Election of Parent Manager of the Incorporated Management Committee

Dear Chairperson of Parent-Teacher Association,

I understand the arrangement of the election of Parent Manager of the Incorporated Management Committee and please find my decision as below:

* ☐ I will not nominate myself or another parent for the election of Parent Manager of the IMC.

☐ I would like to nominate myself for the election of Parent Manager of the IMC and please arrange declaration of candidature for me.

☐ I would like to nominate #Mr / Ms ________________________, parent of S______(  )

____________________ (Student’s Name) for the election of Parent Manager of the IMC; I have sought his/her consent and please arrange declaration of candidature for him/her.

Name of Student: __________________ Class (Class No.): __________(  )

Signature of Parent: __________________ Name of Parent: __________________

Date: __________________ Contact No.: __________________

* Please put a ‘✓’ in the appropriate box.
# Please delete where inappropriate.

Please return the reply slip to the Class Teacher on or before 17th December, 2013. Class teacher please return the reply slips to General Office after collection.

回條
羅定邦中學法團校董會家長校董選舉事宜

敬覆者：本人已獲悉 貴校法團校董會家長校董選舉安排，並作出以下決定：

* ☐ 本人不會自薦或提名其他家長參加法團校董會家長校董選舉。

☐ 本人自薦參加法團校董會家長校董選舉，請家教會安排資格申報事宜。

☐ 本人提名 ____________________ # 先生 / 女士 (  )同學家長) 參加法團校董會家長校董選舉；本人已取得其同意，請家教會為其安排資格申報事宜。

羅定邦中學家長教師會主席

學生姓名： ____________________ 家長簽署： ____________________

班別（學號）： __________(  ) 家長姓名： ____________________

日 期： ____________________ 聯絡電話： ____________________

* 請在適當方格內填上✓號。
# 請刪去不適用者。