



ELCHK LUTHERAN SECONDARY SCHOOL

PTA Circular 23001 《The Election of 2023-25 Parent Manager (I)》

14/9/2023

ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School

Dear Parents,

The HK government requests that the sponsoring body of an aided school set up an independent and well-represented Incorporated Management Committee (IMC) to help manage the school. ELCHK sponsored schools have formed their own IMCs. The teachers, parents and alumni of our school shall each elect a representative to serve as a manager of the IMC to participate in the management of our school. We are honoured to invite you to participate in the election for the Parent Manager for 2023-2025 and the term of service will be two years. The one who obtains the greatest number of votes will be nominated for registration as the parent manager whereas the one who obtains the next greatest number of votes will be nominated for registration as the alternate parent manager. Should the number of votes for two or more candidates be the same, the Parent Manager will be selected by means of sortition.

The candidate must be a parent or guardian of one of our students and have fulfilled all requirements of the election rules. According to section 40AO(5)(b) of the Education Ordinance, a parent should not be nominated as a parent manager if he / she is a serving teacher of the school. Candidates should also note the registration requirements of managers set out in section 30 of the Education Ordinance. Candidate must carefully read the Constitution of the Election of the Parent Manager and the HK government's "Education Ordinance" (Please browse PTA website of our school). Parents or guardians can nominate themselves or nominate another parent or guardian. However, every candidate must be seconded in signature by at least one other parent or guardian besides the nominator and submit the completed reply form and candidate nomination form (Appendix) on or before 22nd September 2023. Late submissions will not be accepted.

The Parent Manager in the IMC shall play an important role in the communication between the school and parents. He or she can also give advice to the school's development and policy making, which would in turn improve teaching and provide a better learning environment for students. Therefore, your participation in the IMC is most welcome.

The important dates for the election of Parent Manager are as follows:

1. The nomination period starts from 14th September 2023. The deadline is on 22nd September 2023.
2. Details of the candidates and the ballot paper will be distributed on 3rd October 2023. Each parent will receive a ballot paper.
3. The voting will start on 11th October 2023. Parents can put their ballot paper into the collection box in the General Office in person or have their children do so. The deadline for voting is 16th October 2023 at 4 p.m.
4. The counting of votes will be held on 16th October 2023 in our school library at 4:15 p.m.
5. The result will be released within 10 working days after the counting of votes through our school's website. A notice to parents will be distributed as well.

Please show your acknowledgement by returning the following slip to the class teacher on or before 22nd September 2023. If you have any enquiries, please feel free to contact Ms. Chan Kwan Mui, our Parent Manager Election Panel and Vice Principal.

Yours faithfully,



Ms. Chan Kwan Mui

Parent Manager Election Panel Head and
Vice Principal

Mr. Liang Kwun Fan
The Principal

Ms. Wong Yim Ling

Chairperson of Parent-Teacher Association