



# GLOWING AGES ACADEMY

## PARENT TEACHER ASSOCIATION

### GUIDELINE.

1. NAME: *Glowing Ages Academy Parent Teacher Association (P.T.A)*
2. VISION/ MISSION STATEMENT: *P.T.A shall ensure that their vision and mission statement mirror the school's vision and mission statement.)*
3. OBJECTIVES:
  - A. *To foster closer relationship between the school, parents and their wards.*
  - B. *To assist the school leadership in promoting academic excellence within the school.*
  - C. *To raise the standards of home life.*
  - D. *To bring into closer relation the home and the school, that parents may cooperate intelligently in the education of their children.*
4. MEMBERSHIP: *All parents or legal guardians of students attending the school shall be automatic members of the P.T.A*
5. MEMBERSHIP FEE: *ALL Members should pay a membership fee.*

#### 6. THE ORGANIZATION'S DUTIES:

- *Public Relations*
- *Fund raising*
- *Parent Networking*
- *Low Cost Resource Acquisition*
- *Assist School's Long Term and Short Term Goals*
- *Participate in the School's Problem Solving Process .*

- Serve as the School's New Parent Welcoming Body
- Serve as Liaison between the parents and the school, presenting parents' concern and suggestions
- Assist and participate in planning, organizing, and facilitating school events.

## 7. GENERAL MEETINGS:

General meetings shall be held in collaboration with the school management.

A General meeting at which the new executive shall be elected will be held once a year (date to be determined.).

Public Notice shall be given two weeks in advance of each Parent Forum Meeting.

P.T.A shall be chaired by the P.T.A Chair Person or in the absence by the Vice Chair. If both are absent the Executive Committee shall elect one of its members to chair the meeting. A quorum for a General Meeting shall be determined by parents.

## 8. EXECUTIVE COMMITTEE:

(a) The Executive Committee shall administer the affairs of the Association. The Committee shall consist of members who shall be elected at the beginning of each year at the Annual General Meeting.

(b) The affairs shall be: Chair, Vice-chair, Financial secretary, Secretary and Assistant Secretary (both GAA STAFF), Financial Secretary, and Treasurer, PRO.

(c) The committee shall have power to co-opt members to fill any vacancies which occur on the committee. (to be decided)

(d) The Executive Committee shall meet each month from September to July (inclusive) and on such other occasions as it is deemed necessary to carry out its duties. The quorum for such meetings shall be 50% of the members of the Executive Committee. Zoom meetings, Telephone conferences satisfy this requirement.

(e) The Executive Committee may invite to General meetings, or to committee meetings such persons as the Committee decides are needed to carry out its duties.

(f) Minutes of all meetings shall be kept by the Secretary, or assistant secretary, either of whom shall present the minutes to the Committee for approval at a subsequent Committee meeting. Hard copies of all P.T.A documents must be kept filed in a binder which will be housed in the office of Head of School. Any P.T.A member may request to see the documents.

(g) The Executive Committee shall have the power to appoint sub-committees to assist it from time to time. Sub-Committees may consist of members or non-members of the Association/Council and shall be chaired by executive committee affairs, who in turn shall report to the Executive Committee.

## 9. OFFICERS

### *Chairperson*

The Chairperson shall

- \* Ensures all officers understand their roles and delegates specific tasks to the officers and volunteers.

- \* Serves as a liaison between the P.T.A and principal and keep the administration informed of the organization's activities.

- \* Be a signatory to the P.T.A account

- \* The Chairperson is also responsible for general oversight of the P.T.A, ensuring that all its activities conform to the stated objectives of the organization and the school.

### *Vice Chairperson*

- \* The Vice Chairperson's main role is to assist the Chairman with his/her duties.

- \* To run board meetings in the absence of the Chairman, and to

perform other tasks as delegated by the Chairman. .

\* The Vice Chairperson shall be a signatory to the P.T.A account

### *Secretary*

The secretary's main job is to

\* compose the meeting agenda,

\* record and type meeting minutes.

\* distribute the agenda and minutes to other board members

\*The Secretary for all practical purposes and in the affairs of the Association shall be responsible for the Secretariat.

\* He shall summon the meetings of the Association and keep the records of proceedings.

### *Assistant secretary*

The Assistant Secretary shall assist the secretary and assume the secretaries duties in his/her absence.

### *Financial Secretary*

The Financial Secretary

• Serves as the P.T.A's fiscal check and balance.

Serve as a member of the fund raising committee.

• The Financial secretary should be familiar with the P.T.A bylaws

• Ensure that all P.T.A members follow the financial policies of the organization and the school, particularly that of supplying receipts and following other record-keeping procedures.

• Shall be a signatory to the P.T.A account\*

*\*\*\* the signature of any two of the three signatories are required on any cheque.*

### *Public Relations Officer (PRO)*

The PRO shall.

Publicize all upcoming events and fund-raisers,

handles correspondence, and communicates with parents, teachers and

community

members regarding activities of the PTO. (in conjunction with the secretary) in a variety of ways, including broadcast emails, newsletters, press releases and bulletin board postings.

#### 10. Term of office:

The Executive officers shall serve not more than two successive one-year terms, with the exception of the founding officers who shall serve an initial term of two years and may be re-elected to serve an additional one year term.

#### 11. Limitations –

The P.T.A role is purely advisory.

The Association recognises that the examination and resolution of problems relating to individual pupils, or parents will be for determination between the individual pupil and/or his parents and the School Authorities.

The P.T.A shall not interfere in the smooth running of the school.

The school's preferred channel of communication shall be adopted as the means through which all information from the P.T.A is disseminated.

No other Parallel communication platform shall exist with parents other than the one which is set up by the school authority.

The Association recognise the fact that parents will interface/interact and develop relationship with one another but it exclusive outside the purview of the Association and discretion parties.

The Association also recognises that matters concerning the internal issues of the school, as well as the School Curriculum and its implementation are the sole function of the School Authorities.

## 12. Reporting

The Executive Committee shall present a report of its activities during the year, including a financial report and the plans for the upcoming year to the entire body and at the End of Year's General Meeting.