



Dear Parent

At the last PTA Meeting we were informed that several members of our current committee intend to retire at the end of this school year. Many of these individuals have served for several years and we are very grateful for the contribution they have made during their time in office.

Timeline for nominations for the Vacant Committee roles:

- Nomination forms and letter to all parents to be distributed by the end of April/ First week of May
- Nominations to be returned to the PTA office by the end of the school day on the 11th May.
- All nominations to be presented to the Committee for acceptance at the meeting on the 12th May.
- Hand over meetings and discussions with outgoing and incoming post holders, to commence from the 13th May.
- Acknowledged nominees to be voted into office at the AGM in September 2015.

Why do these nominations need to be requested now?

We need to secure a smooth and easy transfer of information and responsibility. It also takes time to process official paperwork and banking information. This needs to be ready in time for the new school year.

What roles are available?

- Chair
- Vice Chair x 1
- Treasurer
- Secretary

Attached to this letter you will find a brief outline for each role. We encourage you to have a look and consider if you, or someone you know, would be willing to take up one of these posts.

On a more personal note, it has been the most interesting and exciting time at KJS and as a serving member of the Committee I have found it a wonderful experience working with other parents, volunteer groups and staff. There has been some massive achievements, but there's still loads of wonderful things to do. Those that are retiring recognize that amongst our community we have many talented individuals who are ready to put their ideas and creativity to good use. So I am inviting all of you to consider what you can do to help. We welcome nominations from anyone who is a registered parent or guardian of a child(ren) at our School. If you would like to nominate someone else, obviously we would like you to check with them first before returning the form to the PTA office. In the event of a number of nominations for the same post, then votes will be taken at the next PTA meeting in May.

In order to register your nomination, detach and complete the attached form. You can deliver it directly to the PTA office on the ground floor. A copy of this letter will be uploaded onto our webpages and you can email your nomination making sure you include all the information required on the form.

Please remember the deadline for return of nominations is the close of the school day on the 11th May 2015.

If you have any questions, then of course, please email me via the PTA email address. Thank you for your time and I look forward to hearing from you soon

A handwritten signature in blue ink, appearing to read 'Sheila Gridley', is written over a light blue rectangular background.

Sheila Gridley

Chairman of PTA



The Kowloon Junior School Parent Teacher Association is a non-profit organization in which parents and teachers work together to benefit the children. The KJSPTA committee is made up of parents and teachers who volunteer their time and energies to strengthen the community relationship and assist the Senior Leadership Team in uplifting the learning environment for our learners.

The PTA have a number of events that regularly appear on our social calendar. We organize a **Disco Night** every December, which is a super way to celebrate the end of the calendar year and the first term. Its a great celebration where parents, teachers and children can really let their hair down and enjoy themselves. In March the school hosts the annual **School Fair**. Our International Food Stalls, Stage shows and games and fun activities are legendary. Our Talent Show is an opportunity for our children to demonstrate their many varied talents and performance skills. The Raffle, which is released in the weeks leading up to the Fair, has many wonderful prizes and raises much needed funds for equipment and learning resources for the school. In the past our fund raising has contributed towards, the School Media Suite (an amazing learning resource, that is used in daily teaching and learning), Platform Risers for the Music Dept (safe and moveable platforms for our children to stand on during music/singing performances), laptops for the classrooms and Sunlight shades for our roof top playgrounds. There are many other events and PTA sponsored events organized throughout the year which bring our community together.

On a day to day basis, the PTA runs the School Uniform shop, providing good quality and reasonably priced school uniform and sundry items for our children. The shop on the ground floor of the school also has a lounge area for our visiting/volunteer parents. During the last year our PTA admin team have helped us launch our sponsored **School Lunch** service from Deli Fresh Ltd. Our Administrators, Candy & Naomi are available to help with uniform selection and will answer any questions regarding the PTA.

The PTA Committee meets once a month, usually the first Tuesday of every month. Our Annual General Meeting takes place during our Lantern Festival Celebrations in the first few weeks of the school year.

We are urgently seeking volunteers to join our Committee. If you, or someone you know, would love to take up this exciting and rewarding opportunity then please complete the slip below.

Please return this form, or an email from the nominees own email address detailing this information, to the following email address by the **11th May 2015**: pta@kjs.edu.hk

Spare copies of the form will available from the PTA office or you can call 3765 8709 if further information is required.

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Nomination Form for PTA Committee Member 2015-16

Name of parent member to be nominated:

Preferred Post of Choice

Child(ren)'s name: _____

Class: _____

Contact tel. no.: _____

Email: _____

Signature of nominee: _____



Job Description of Chairman

- Parents representative on external committees – Compar, School Council, Interview panels.
- Ultimate line manager for PTA employed staff – HR/Payroll/CPD
- Point of contact for parents (clear advice and guidance from KJS SLT)
- To chair all committee meetings for KJS PTA.
- To ensure completion of all projects and tasks that are expected of a PTA as a result of being an ESF International school.

Job Description of Vice Chairman (2 Posts but only One is available currently)

- To support Chair in the attendance and representation on external meetings (**Post 1**)
- To support Chair with line management of PTA employed staff and presentation of Shop and Office (**Post 2**)

Both

- To take on an area of responsibility/working group for the planning and preparation of large events i.e. the School Fair.
- Deputizing for the Chair, as and when required.

Job Description of Treasurer

- Signatory on all bank accounts and official documentation for KJS PTA
- Monitor all budgets (budget management to be performed by PTA staff) Check and liaise on spending, cash flow and financial reporting, Payroll monitoring.
- Auditor liaison

Job Description of Secretary

- Supervision of all PTA external material (newsletters, news bulletins, committee minutes etc).
- To support the Chair/Vice Chairs in the executive committee roles and responsibilities.