

**Bethel High School Parent and Teacher Association
Election of Incorporated Management Committee (IMC) Parent Manager**

4th November, 2024

Dear Parents,

Our school's PTA would hold an IMC Parent Manager and Alternate Parent Manager Election. We sincerely invite enthusiastic parents to be a candidate or nominate other members, so as to collaborate in the school management. The nomination period would be from 4th November to 19th November, 2024. The election period would be from 5th December to 6th December, 2024 4:00pm.

Nomination Procedures: (Please refer to The Parent Manager Election Constitutions)

1. Candidates must be parents or guardians of current students of our school, and they must meet the requirements of the constitutions;
2. Parents can nominate themselves, or another parent of a current student in our school as a candidate. The nominees should solicit two PTA members as the seconders by themselves. The seconders must be parents of current pupils.
3. The deadline of nomination is at 12:00 noon on 19th November, 2024.
4. Parents should fill out the Reply Slip below.

Yours faithfully,



Ms. Tam Tik Chi,
Returning Officer of Parent Manager Election,
Bethel High School Parent and Teacher Association

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Please tick the appropriate box.

Reply Slip

(Please hand in the reply slip to the class teacher at or before **12:00 noon on 19th November 2024** and pass it to Ms. Tam Tik Chi)

Dear Returning Officer,

I am the parent of S. _____ student _____ () and I have read about the Parent Manager Election nomination.

I would not nominate any parent as the Parent Manager.

I would like to nominate _____, _____'s parent
(Class) (Name of student)

(Parent's name : _____) as the Parent Manger of the IMC.

Name of seconder (1): _____ Name of child: _____ S _____ ()

Signature of the seconder (1): _____ Date: _____

Name of seconder (2): _____ Name of child: _____ S _____ ()

Signature of the seconder (2): _____ Date: _____

Signature of Parent: _____

Name of Parent: _____

Date: _____