

Dear Parents,

1. The term of the PTA representatives for Classes 2-12 is coming to an end shortly and we are therefore requesting for nominations for section representatives for **Classes 2-12& the Learning Centre**. We request all those who are interested to kindly send in their nominations to [ptanominations2019@gmail.com](mailto:ptanominations2019@gmail.com) with a cc to [pande.jyoti@gmail.com](mailto:pande.jyoti@gmail.com) by 8:00 pm on 26<sup>th</sup> April 2019. In your email sending in your nomination, kindly mention the following details:
  - Your name
  - Name of your child(ren) and their class, section and admission numbers
  - Your mobile number
  - Which section (corresponding to which one of your children) you wish to be a section representative for.

**Please note the following:**

- i. Each section can have a maximum of 2 section representatives. If more than 2 nominations are received from one section, then the parents of that section will be requested to vote and elect 2 of the parents from the nominations received.
- ii. Once all section representatives are in place, a meeting of all the new parent representatives will be called, and elections for class representatives for each class will be conducted. That is, the section representatives of a particular class will elect one amongst them as a Class Representative. The Class Representative of each class will be part of the EC of the PTA. The EC of the PTA consists of the Class Representatives from Nursery to Class 12, Learning Centre. The Chairperson of the EC is the Principal.
- iii. A parent can be a section representative of the section in which his/her child is studying. If a parent has more than 1 child in school, the parent can be a section representative in both (or where more than 2 children ALL) the sections in which their children are studying. However, a parent can only be a Class Representative from **one class**. Equally, if the mother or the father is a class representative of one of the classes, the other parent cannot become a class representative of the class in which another of their children are studying.
- iv. Once the elections are completed, a formal meeting will be held where there will be a handover of the PTA to the newly elected office bearers.
- v. The term of the newly elected PTA representatives will be two years from the date of the formal handing over of charge. In case of any parent ceasing to be a section representative due to transfer or their child leaving the school etc, the Class

Representative will ensure that another section representative is put in place after informing the parents of the concerned section.

- vi. The elections for Class 1 will be conducted by the newly elected PTA members towards September-October 2019, as that's when their two year term ends.
- vii. The elections for Prep will be held next year around July 2020 as that's when their two year term ends.

Secretary, PTA