

PARENT TEACHER ASSOCIATION

Ref No: BBPS/DW/2024

May 6, 2024

PTA ELECTIONS

Dear Parent

Parents Teachers Association (PTA) is an educational, non-political and non-commercial body devoted to promoting welfare of the school students. It works in tandem with school authorities to create better understanding between the parents and staff. PTA participates in school events, functions, camps and other projects which have a far reaching and deep impact on the school.

I. AIMS AND OBJECTIVES.

1. To promote the welfare of children at home, in school and in the community.
2. To bring about a better understanding between parents and teachers.
3. To create consciousness among parents and teachers about the welfare of the school and children.
4. To advise parents and create consciousness among them about their responsibility towards the children and school.
5. To work for a harmonious relationship between school and community.

II. FUNCTIONS

1. To make parent-teacher consultation possible individually as well as in group.
2. To arrange for parents to visit the school on appointed days and discuss the progress of children.
3. To mobilize community resources for the welfare of children.
4. To provide opportunities to teachers and parents to meet on equal footing and discuss issues pertaining to welfare of children .
5. To increase co-operation and better understanding between parents and teachers.
6. To arrange for social get-together and programs of recreation for parents and teachers.
7. To organize activities for the welfare of the children

The PTA shall comprise of two bodies:-

A. General Body

B. Executive Committee

A. GENERAL BODY

- a) All the parents of the students studying in a school shall be enrolled as the members of the General Body.
- b) The Principal and teachers are the ex-officio members.

B. EXECUTIVE COMMITTEE

1. The executive committee consists of the following elected members of the General Body.
 - a) Chairperson – Head of the School (ex-officio).
 - b) Vice Chairperson – Two elected (1 male, 1 female) one from among parents and one from teachers.
 - c) Hony. Secretary – Two elected (1 male, 1 female) one from among parents and one from teachers.
 - d) Hony. Joint Secretaries – two, elected from among the parents and teachers 1 male, 1 female.
 - e) Hony. Treasurer – Two elected (1 male, 1 female) one from among parents and one from teachers
 - f) Members – nine (5 from among parents and 4 among teachers).
 - g) Members may be co-opted in place of outgoing members.
2. One of the Vice Chairperson shall preside over the meeting of the Association in the absence of the Chairman.
3. Hony. Secretary shall be responsible for all the correspondence on behalf of the association and shall call meetings and arrange for programs approved by Executive Committee.
4. Hony. Joint Secretary shall help Hony. Secretary.
5. Hony. Treasurer shall maintain the records of the Association.
6. One of the elected members shall be nominated to the Managing Committee of the school.

The election for the new PTA Executive Committee will be held on **May 18, 2024**. The executive committee shall be elected by lottery system if more than one parent representative volunteers from a given class.

ELIGIBILITY CRITERIA FOR CANDIDATURE

- Parent whose children have studied in school for at least past 2 years consecutively.
- Diversity, Professional expertise, Gender Equity with good communication skills (English & Hindi) shall be the guiding principles when constituting the PTA Executive Body.
- Teachers who are confirmed member of staff.

Parents and teachers desirous of contesting election as the members of the PTA Executive Committee are requested to mail their interest via consent forms to ptabbpsdwarka@gmail.com latest by **May 14, 2024**. The last date of withdrawal of nomination will be **May 15, 2024**.



(Suruchi Gandhi)
Chairperson



(Dr Manoj Saxena)
PTA Secretary

CONSENT FORM

I, _____ would like to volunteer as member of PTA Executive Committee for the session 2024-2026. My designation and qualification are as follows

_____.

I have actively contributed to school development and progress in following manner.

1) _____

2) _____

3) _____

Parent's Name & Contact no.

Parent's Signature