

# **Structure of Executive Committee of EC-PTA**

The PTA Managing Committee (ECPTA) will consist of the following:

1. Chairman—Principal of school
2. Vice Chairman—One from the Parents
3. Secretary—one from the Teachers
4. Joint Secretary (2 Nos)—One from Parents & One from Teachers
5. Members—1 from every grade—from Parent & 1 from every grade—from Teacher

## **Eligibility Criteria:**

1. Parent of every student in the school is a member of the PTA.
2. The Executive Committee of the PTA shall be for one academic year only. Please note that you can become part of PTA Executive Committee only once in 3 years.
3. 50% members shall be women.
4. 1 member from the parent/Legal guardian will be from backward community.

## **Election process:**

1. Election for the Executive Committee will be conduct in June / July through Lottery draw/voting system.
2. The list of the members of the EC shall be displayed on the notice board and same will be also available on the school website.

## **Roles and Responsibility of the Executive Committee:**

1. To make an endeavor to pursue the objectives of the PTA and ensure that all parents co-operate with the school in its education and various activities.
2. To ensure that all parents, whether as member of the PTA or PTA Executive Committee strictly follow the code of conduct of the school during their visits to school in the larger interest of the students.
3. To communicate relevant activities and current issues of the school to the parents at large via circular or post it on the school website.
4. To provide an “ear” to the issues concerning the parent body at large and take it up with school management for satisfactory resolution.
5. Solicit new ideas and suggestions from the parent body to help enhance the overall and all around education experience and work with school for review and implementation of the same.

### **Code of Conduct:**

1. The PTA meetings shall be held only in the school premises.
2. The members of the PTA and /or the PTA Executive Committee are not permitted to intervene in any manners in day –to-day affairs of the school and its management.
3. The PTA is not expected to contravene policies or decisions of the school management.
4. No special treatment is meted out to any member of the PTA or Executive Committee member.
5. All the members of PTA must follow and observe ALL the rules and regulations and code of conduct that have been laid down by the school from time to time.
6. The PTA is not a platform for personal advancement or as a means to score favors with the management or teachers.
7. PTA members or member of the PTA Executive Committee will not use abusive language and or indulge in character assassination, aggressive or misbehave with any functionaries of the PTA, its Executive Committee or School management in any of the meetings or in the school premises whereby damaging the image and reputation of the school and its officials. In the event of such practice, the member will not be permitted to attend any further meetings. Strict actions will be taken against him for such an act.
8. Parents should be modestly and appropriately attired at all times in the school.

### **ECPTA Meeting:**

1. The Executive meetings will be held once every 3 months.
2. The notice of the meeting will be sent in advance to all the members along with the Agenda for the meet.
3. The meeting shall be conducted only if at least 50% of the parents out of total members of Executive committee are present.
4. Points not on the agenda will NOT be discussed during the meeting.
5. The proceedings of the meetings will be documented and preserved.

### **Dissolution:**

The term of this ECPTA is for one academic year only and this PTA shall stand automatically dissolved at the end of the Academic year.

Kindly make sure that you are available for the same.

Looking forward to see you in large numbers.