

**D. A. V. PUBLIC SCHOOL, THANE.
SESSION- 2023-2024**

Date: 21.06.2023

Ref: DAV/Thane/2023-24/Cir24

THE EXECUTIVE COMMITTEE FORMATION FOR PTA

Dear Parent,

Greetings!

This is to inform you regarding the formation of the Executive Committee for the new Parent Teacher Association for the session 2023-2024.

SIGNIFICANCE OF THE PTA

The Executive Committee is an integral part of the school management. It is a non-profit, non-political and non-sectarian organization made up of school staff and parents. The function of the Executive Committee is to support the school in the development and improvement of the students in all possible ways.

WHO CAN BE A MEMBER OF THE COMMITTEE?

Membership of the Committee shall be open to - Parents whose wards study in D.A.V. Public School, Thane. They should have completed a minimum of two consecutive years in the school. They shall be non-political, non-religious, positive, thoughtful, cooperative, accessible, open-minded and willing to contribute to the betterment of the children and the school. The parents, who were members of the Executive Committee once before, will not be eligible for the second term.

THE RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

1. The Executive committee will meet when necessary but, twice per term compulsorily.
2. Elected parents will be requested to communicate with the parents of that grade only.
3. The member should be available to attend to the suggestions /issues concerning the parent body at large and take it up with the school for a satisfactory resolution.
4. The member will be appreciated if they provide new ideas and suggestions to enhance the all-around education experience and work with the school for review and implementation of the same.
5. Assist the school to arrange guest lecturers to give career and educational guidance to students, help in organizing events/activities for students etc.

WHAT IS NOT THE ROLE OF THE EXECUTIVE COMMITTEE

- To get involved in individual complaints.
- Making any groupism or forcing individual opinions on others.
- To promote some personal, business or other activities.

ELECTION PROCESS

The process of election will be conducted on the PTM (Parent Teacher Meeting) day, which is scheduled to be held on Saturday, 24th June 2023, for the Class Representatives who will be a member of the Executive Committee.

STEP I :

Parents who are interested to be a member of the Executive Committee can nominate themselves for the same by enrolling their candidature on the given Google Link by **Thursday 22, June 2023:**

Google Form Link: <https://forms.gle/WWXdpeayk9MWf43R9>

The enrolled candidates must prepare an introductory video of themselves with a duration of 2 to 3 minutes. This video should be shared with the respective class teacher latest by **Friday 23, June 2023.**

No entries will be accepted later for any reason.

Step II: Election for the Preliminary Phase

The PTA body will initially require the election of two representatives (**one male & one female**) from each division of Sr KG to Std 10 and one representative each from Std XI and Std XII through a fair process in the presence of the parents of the respective division.

STEP III:

FORMATION OF THE EXECUTIVE COMMITTEE

The Parent Representatives to be elected for the Executive Committee will comprise of the elected candidates from the Preliminary Phase, with the highest number of votes or will be elected through a draw (as per the situation).

The Executive Committee will be headed by the Principal as the President and the Secretary selected from the school staff. The Vice President and Joint Secretary are elected from the Parent Representatives of the Executive Committee.

The PTA body comprises **50% Parent Representatives and 50% of Teacher Representatives.**

Details of the Committee Composition:

Classes	→ 13 (Sr KG to Std 12)
Teacher Representatives	→ 24 (2 each from classes upto X & One each from std XI & XII)
Parent Representatives	→ 24 (1 male & 1 female from classes upto X and one each from Std XI & XII)

The Parent Representatives of all classes must be present on Sunday, 25th June 2023, for further proceedings of PTA formation. Timing for the same is 11:00 am to 12:30 pm.

The new Executive Committee shall be working for the **Academic Year 2023-2024.**

You are requested to kindly read and understand the terms and conditions given above before sending your name for the nomination.

We extend a note of thanks to all the parents for always supporting us.

Anticipating the co-operation for the given endeavour.

With regards

Mrs. Simmi Juneja
Principal