



SINGAPORE INTERNATIONAL SCHOOL
PARENT TEACHER ASSOCIATION
23 Nam Long Shan Road, Aberdeen, Hong Kong.

2 November 2007

Dear Parents

Introduction of PTA Executive Committee, 2007/08

Warm greetings and renewed thanks for the support you have given to our programmes, activities and services! As an Executive Committee, we are here to provide key parental support and ultimately, play an active role to help our school achieve its vision and mission. The AGM was just concluded and the new Committee of semester year, 2007/08 has been formed. Details of its composition and roles are at Appendix 1.

Joining the SIS-PTA will enable you to further understand SIS through the various activities and to build networks among parents. Members will enjoy special rates to PTA organised workshops/talks, enjoy subscription rights to the SIS family dental scheme, after-school pupil swimming courses and the book club.

The aims and philosophy of SIS-PTA remain encouraging parental involvement in school, giving feedback to improve school services, spearheading fund-raising activities, organising parent education workshops, etc. In the furtherance of these aims, we are pleased to update you on some upcoming events:

Mathematics Talk & Seminars for Parents (Monday & Tuesday, 3 & 4 December 2007): courtesy assistance from SIS Mathematics Department, a lecture and seminars are being organised for parents so as to equip all with the necessary knowledge of our school Math curriculum. Details will be out soon.

SIS-PTA Christmas Fair (Saturday, 15 December 2007): as a rallying point of togetherness for the SIS community as well as to raise funds to co-sponsor the LEAD portal subscription costs. Parent volunteers are needed to help man stalls, contribute foods to raise funds, etc. Look out for more news in the coming weeks!

I look forward to meeting you at the events that await us during this school year. Together, we support continuously our school's efforts to make SIS a pleasant and intellectually stimulating place for our children to learn in.

Yours sincerely

Stephanie Lim (Ms)
Chairperson
SIS-PTA, 2007/08

New PTA Executive Committee 2007/2008

I would now like to take this opportunity to introduce to you the newly formed Executive Committee (2007/2008) of Singapore International School Parent Teacher Association.

Name	Post
Stephanie Lim (Ms)	Chairperson
Hilda Fong (Ms)	Vice-Chairperson
Sheila Tok (Ms)	Treasurer
Karen Loh (Ms)	Secretary
Lui Yuet Ling (Mrs)	Co-Secretary
Veronica Tung (Ms)	Lunch Parents Coordinator
Lisa Lo (Mrs)	PTA Activities (PTAA) Coordinator
Josaline Kay (Ms)	Membership
Clare Chan (Ms)	School Services
Angeli Lung (Ms)	Co-School Services
Vanessa Kwan (Mrs)	Class Representatives
Madeleine Kam (Mrs)	Workshop
Daphne Chee (Mrs)	Co-Workshop
Anna Yeung (Ms)	Committee Member
Celine Choi (Ms)	Committee Member
Katherine Chan (Mrs)	Committee Member

School Representatives	Post
Mak Lai Ying (Mdm)	Principal
Violet Loo (Miss)	Vice-Principal
Ang Teck Keng (Mr)	HOD/CCA
Jo Jo Yeung (Ms)	Principal's Secretary

Core Roles

I. Steering/Planning

1. Chairperson – Planning and budgeting of PTA events
2. Vice–Chairperson – Assists the Chair in the planning / budgeting of events

II. Treasury / Financial Administration

3. Treasurer – Upkeeps the accounts/books of PTA

III. Secretarial

4. Secretary – Records and files minutes of meetings
5. Co-Secretary – Assists Secretary

IV. Membership

6. Membership Coordinator - Updates database for membership / liaises with parents on membership matters

V. Class Representatives Coordination

7. Class Representatives Coordinator – Organises Class Representative gatherings, updates Class Directory, spearheads Class Representative communications. Class reps form an important conduit and provide a two-way communication between the school and the parents.

VI. Lunch Parents Coordination

8. Lunch Parents Coordinator – Plans and coordinates lunch parents' duty roster in school

VII. PTAA Coordination

9. PTAA Coordinator – Organises PTAA (after-school Swimming and Book Club) and coordinates with service providers

VIII. School Services Coordination

10. Provides feedback on school-related services such as school bus transportation, uniform, lunch and working alongside with school and service providers to improve these areas
11. Co–School Services: Assists

IX. Workshop Coordination

12. Sources for qualified speakers/facilitators on topics of parental interest and organises talks/workshops for SIS parents
13. Co-Workshop: Assists

XI. Committee Member

14. Provides support services in PTA organised activities