



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

3 November 2008

Dear Parents

**Introduction of PTA Executive Committee, 2008/09**

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, 2008/09 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 network 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 are mainly as follows: (1) to encourage parental involvement in school, (2) to give pertinent and objective feedback to improve school services, (3) to spearhead fund-raising activities, and (4) to organise parent education workshops. In the furtherance of these aims, we are pleased to update you on some upcoming events:

**SIS-PTA Christmas Fair** (Saturday, 13 December 2008): as a rallying point of togetherness for the SIS community as well as to raise funds to for our High School building project. 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 our school's efforts to make SIS a pleasant and intellectually stimulating place for our children to learn in.

Yours sincerely

Clare Chan (Ms)  
Chairperson  
SIS-PTA, 2008/09

**New PTA Executive Committee 2008/2009**

I would now like to take this opportunity to introduce to you the newly formed Executive Committee (2008/2009) of Singapore International School Parent Teacher Association.

<b>Name</b>	<b>Post</b>
Clare Chan (Ms)	Chairperson
Veronica Tung (Ms)	Vice-Chairperson/ Lunch Parents Coordinator
Anna Yeung (Ms)	Treasurer
Karen Loh (Ms)	Secretary
Mimi Ho (Ms)	Co-Secretary
Katherine Chan (Ms)	Co-Lunch Parents Coordinator
Lisa Lo (Mrs)	PTA Activities (PTAA) Coordinator
Hilda Fong (Ms)	Membership
Angeli Lung (Ms)	School Services
Luna lam (Ms)	Class Representative—High School
Vanessa Kwan (Mrs)	Class Representatives
Madeleine Kam (Mrs)	Workshop
Lui Yuet Ling (Mrs)	Co-Workshop
Sharon Law (Ms)	Co-PTAA Coordinator
Stephanie Lim (Ms)	Committee Member
Teresina Chan (Ms)	Committee Member
Celine Choi (Ms)	Committee Member

<b>School Representatives</b>	<b>Post</b>
Mak Lai Ying (Mdm)	Principal
Violet Loo (Miss)	Vice-Principal
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