

Dear Parents and Guardians,

**Hyogo Prefectural Ashiya International Secondary School PTA
The PTA Board Member Selection Committee**

**On the Selection of PTA Board Members for the PTA
(For the next 2nd, 3rd, 4th, 5th, 6th grades)**

We would like to conduct a questionnaire concerning your desire to be a PTA Board Member for the year 2022. Please complete the response to the google form by Friday December 3rd. Potential PTA Board Members can also nominate themselves.

1. Organization and main activities of the PTA

Organization	Members	Main activities
PTA Board Members	Chairperson (one), Vice Chairperson (two, one each from Lower Secondary Course and Upper Secondary Course), Secretary (two), Treasurer (one), Adviser (the previous Chairperson, the Principal), General Affairs Department (PTA) Representatives (Vice Principal, Head of the Office)	
Class Representatives	Four from each grade	Planning and implementation of class meetings, etc.
Event Planning Members	Two from each grade	Planning and implementation of PTA seminars, PTA activities at Cultural Festival and Sports Day, etc.
PR Members	Two from each grade	Publishing of 'PTA Newsletter'
Teachers	Head of the General Affairs Department Head of the grade	Cooperation with the rest of the PTA committee for each grade
Auditor	Two	Inspection of account and reports to the General Meeting (chosen from the PTA Board Members of the previous year)

2. Number of meetings

- (1) General meeting: once per year (discussion of the budget, audit and other important items of business).
- (2) PTA Board Members Committee: approximately six times per year (Leaders from other committees shall be asked to attend the meeting).
- (3) Steering Committee (PTA Board Members and Class Representatives): approximately six times per year (the meetings were held on Saturdays in 2021).
- (4) Each committee and sub-group are held at any time if needed. * For the convenience of PTA Board Members and Class Representatives consideration is made in terms of meeting dates and transportation expenses.

3. Procedure for the selection of the members of the PTA

- (1) Collection of the questionnaire: Friday, December 3rd
- (2) The PTA Board Members Selection Committee selects the candidates for the positions of Chairperson, Vice Chairperson, Secretary, Treasurer and Auditor and announces their decision at the General Meeting.

4. Message from the committee

Your positive participation in PTA is expected to support the sound development of our children, which cannot be realized by individual families, in cooperation with teachers and staff.

Note: A questionnaire will be sent out in the early March, 2022 for the grade Committee Representatives.