

HKUGA COLLEGE

Role of Parent Manager

Parent Manager is a parent and, at the same time, one of the Managers of the Incorporated Management Committee ('IMC') which manages the School and promotes education in the School. Parent Manager shall, from the perspective of an individual parent, work together with other Managers to uphold the interests of students and the School. Despite the sectors they come from, Managers serve on IMC in their personal capacity and they shall be accountable to the The Hong Kong University Graduates Association Education Foundation ('the Foundation'), parents, the Education Bureau and the public in respect of student learning outcomes.

As a key stakeholder of school education, Parent Manager should work together with other IMC members as a whole to :

1. Ensure that the vision and mission of the School as set by the Foundation are carried out.
2. Develop the general direction for the School, formulating the educational and management policies of the School.
3. Oversee the planning and budgetary processes, monitoring the performance of the School, ensuring accountability of School management and strengthening the community network.

The day-to-day management of the school is left to the principal and staff.

Responsibilities of Parent Manager

1. Parent Manager should carry out the role as an IMC member and work together with other IMC members.
2. Parent Manager does not represent other parents to seek for their personal interests. His/her decisions at the IMC meetings are based solely on the overall educational interests of all students and the development of the School.
3. Parent Manager must observe the principle of confidentiality. He /she shall not disclose any classified or proprietary information of the IMC and School to anybody without authorization. Any discussion of IMC meetings and views of individual Managers shall not be disclosed.
4. Parent Manager shall do his/her best to attend the IMC meetings, contribute to the discussions, abide by the majority decisions of the IMC and take part in necessary follow-up actions. He/she should recognize all IMC members are collectively accountable for the decisions and actions of the Committee.
5. Parent Manager should promote communication and co-operation between the IMC and the parents that nominated him for registration as a Manager. He/she may promote such

through the School Parent-Teacher Association ('PTA').

6. Parent Manager must not use the position of a School Manager to seek any gain for personal interests or for the interests of other people, and he/she should declare any pecuniary or other personal interests and disclose any conflict of interest.

The Candidature

All parents of current pupils of the school are eligible to become candidates. Parents in relation to a pupil include a guardian of the pupil and a person who is not the parent or guardian of the pupil but have the actual custody of the pupil.

A parent should not be nominated in the event of the following situations :

1. He/she is a serving teacher of the school (because teachers can join the IMC in the capacity of teacher managers); or
2. He/she does not meet the registration requirements of managers set out in section 30 of the Ordinance.
3. As stipulated in the Ordinance, no Manager shall serve in an IMC in more than one capacity.

Number & Tenure

As specified in the constitution of the IMC, the number and tenure of office of Parent Manager are as follow:

1. There should be one Parent Manager and one Alternate Parent Manager.
2. The term of office for the Parent Manager and the Alternate Parent Manager should be one year or thereabouts beginning on the date on which the appointed Manager is registered as a Manager and ending on and including the day of the following Annual Meeting of the IMC.
3. The Parent Manager and the Alternate Parent Manager should not serve as a Manager of the same category for more than 6 consecutive terms.

Filling of casual vacancies

If a parent manager whose child is no longer a current pupil of the school during his/her term of office, he/she shall continue to be the manager until the term of office expires or the end of the school year, whichever is earlier.

If a parent manager vacancy arises as a result of a parent manager resigning during his/her term of office, the PTA shall conduct a by-election in the same manner to elect another parent manager to fill the vacancy within three months. If the PTA cannot conduct the by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for further extension of the period for filling the vacancy.