

GGIST/PTA-EC 5/ 25-26

Date: 21st July 2025

Dear Parents/Teachers,

Greetings from GG International School!

We hope this email finds you well and in good health.

The PTA (Parent Teacher Association) is formed every year and is an important part of the school community. Not only does it help parents to communicate better it helps the school to maintain transparency and ensure all major decisions are taken unanimously.

The PTA for the academic year 2025-26 was formed on 21st July 2025. Every teacher and parent enrolled in the school is a part of the PTA and therefore each one of you is eligible to apply for membership of the Executive committee.

This mail is a formal invitation for every parent and teacher to nominate them to be a part of the Executive committee for the Academic Year 2025-26 who are willing to be part of the committee and execute the functions and responsibilities.

Role of an EC member

- **Help** the School in any events outside and beyond regular school functions such as: organizing/monitoring intra school quiz competitions, science fair, community outreach, annual days, special events etc.
- **Work** with the Parent Volunteer System to plan and provide above activities and class room activities that support the growth and skill development of students.
- **Provide** an “ear” to the issues concerning the parent body at large and take it up with School Management for satisfactory resolutions.
- **Build** a sense of community at school through increased and sustained parental participation and involvement in school events.
- **Foster** an amicable and fruitful relationship between students, parents, teachers, school management and society.
- **To be an ambassador** of the school and reach out to the community in an exemplary manner.
- **To take cognizance** of various fee rates in the unaided schools like tuition fee, term fee or any other co-curricular or extra- curricular fees.
- **To take active interest** in the suggested changes for the benefit of the school children and parent body.



- **To assist** in coordination with government duties and other compliances from time to time.

Criteria for Opting To Become EC Member

Every Parent of the school is a member of PTA and any member of PTA is eligible to be a member of the Executive committee.

Executive Committee Structure

Chairperson	Principal/Head Mistress
Vice Chairperson	Parent Representative
Secretary	Teacher Representative
Joint Secretary 1	Parent Representative
Joint Secretary 2	Teacher Representative
Parent Members	Parent Representative from Grade 1 to 7
Member From Management	School Representative
Teachers Members	Teacher Representative From Grade 1 to 7

Procedure

- Every parent of the school is a member of the PTA, and any PTA member is eligible to join the Executive Committee.
- EC nomination form attached for your kind reference.
- Interested parents may nominate themselves for the Executive Committee for the academic year 2025-26 by submitting a completed nomination form by 5:00 PM on 29th July 2025. The form can be submitted either to the class teacher or via email at compliance@myggis.org. Please note that a separate form must be filled out for each position.
- Forms submitted after the deadline will not be accepted. The election will be conducted through a lottery on 2nd August 2025.
- The final list of Executive Committee members, along with their email IDs, will be published on the school website.

Best Wishes,



Ms. Latika Thakur

Head Mistress

GG International School

