

**HKUGA College Parent-Teacher Association**  
**Invitation to the Second Annual General Meeting**

Dear Parents and teachers,

We are pleased to announce that the Second Annual General Meeting of our Parent-Teacher Association (“PTA”) will be held on Saturday, **30<sup>th</sup> May 2009** from 2:00 p.m. at the School Hall. Registration starts at 1:30 p.m. All parents of current pupils and teachers of HKUGAC are cordially invited to attend this event. Enclosed please find a copy of the Notice for the AGM for your information. As there are only two candidates running for election to fill the two vacancies as the Standing Committee Ordinary Members, we would like to announce that they are automatically elected. Accordingly, we would like to extend our warmest welcome to Ms. Ada Chung and Ms. Leona Chan. We are sure they will collaborate very well with the eight current Standing Committee members leading the PTA to take up challenges in the year ahead. Candidate profiles of Ms Chung and Ms Chan are attached (in yellow) for your reference.

The following events will also take place after the AGM:

1. A talk given by Mr. Dennis Chan, the Principal, on ‘How to raise our Web generation’
2. Election of the Parent Manager.

A rundown for the day is attached for your reference.

In addition, I attach the following documents for your information and immediate actions:

1) White Proxy Form

If you are unable to attend the AGM on that day but still wish to opt for voting on the resolutions, please complete the Proxy Form according to the instructions on the form before the deadline.

2) The candidate profiles for the Parent Manager Election (in green, applicable to parents only)

3) The ballot paper for Parent Manager Election and Directions for Voting for Parent Manager Election (in green, applicable to parents only)

- If you are unable to attend the AGM on that day but still wish to vote on the election, please complete the Ballot paper according to the Directions for Voting for Parent Manager Election.
- If you would opt to give up your voting right, please remember to return the **blank** Ballot Paper.

All Ballot papers (either completed or left blank) should be returned and dropped into the Ballot Box via your children during the Pre-Election Period from 9:00 a.m. 22 May 2009 to 1:00 p.m. on 30 May 2009. Ballot box will be available at the front entrance to the General Office of the school.

- If you are attending the event on 30 May 2009, please remember to **bring the Ballot Paper** with you as no extra Ballot Paper will be provided.

**Swine Flu (AH1N1) contingency plan**

The College will monitor closely the development and will act according to the government's advice should there be suspension of classes or assembly in school. Our contingency plan will involve a postponement of the AGM at a later day announced on the website of the school.

We count on your continuous support and look forward to your participation in this event.

Please kindly return the reply slip below about your attendance to the class teacher on or before **26<sup>th</sup> May 2009**.

Your sincerely,  
Secretariat  
21<sup>st</sup> May 2009

----- Reply Slip -----

**HKUGAC PTASC**  
**Invitation to the Second Annual General Meeting**

To: HKUGA College PTASC

I \* will attend. Please reserve \_\_\_\_\_ seat(s) for me.

I \* will not attend.

Parent's Name: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_ ( )

Parent Contact Tel. No.: \_\_\_\_\_ Date: \_\_\_\_\_

Please "√" the appropriate box