



ACCESS INTERNATIONAL SCHOOL

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Affiliation no. - 2133965 School Code - 71974
College Campus : Vill - Malak Balau, Nawabganj, Prayagraj (U.P.) PIN - 229412
City Off : 46A/1A, Main Road, Teliyarganj, Prayagraj (U.P.) PIN - 211004

Ref.

Date. ...01/09/2024.....

PTA EXECUTIVE COMMITTEE-2024-25

The Parent Teachers Association have been formed on 01/04/2024. The tenure of PTA is 01 year from the date of formation.

Name	Designation	Post	Contact No	Sign
Yogendra Kumar Vaishya	General Secretary	Manager	9415216164	
Anjani Kumar Mishra	Chairperson	Principal	7786036478	

Parent Representative	Contact No	Sign	Teachers Representative	Contact No	Sign
MANOJ KUMAR YADAV	7379077015		Anjali Pandey	7007531094	
ARTI MAURYA	7317848901		Neha Gupta	9415083384	
AJAY KUMAR MISHRA	9984438292		Priya Tiwari	8005090517	

Manager
MANAGER
ACCESS INTERNATIONAL SCHOOL
PRAYAGRAJ

Principal
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PTA Roles and Responsibilities

Note: All Officer positions and Committee Chair positions for 2024-2025 school year are open. Please email ptawilliamselementary@gmail.com to express your interest. Elections will be held soon.

PTA Officers: **General Secretary, General Secretary** Elect, Chairperson, and Teachers Representative and Parent representative

PTA Board: All officers and Committee Chairs **General Secretary:** Works with School Leaders and the PTA Board to determine and implement the goals,

- events, and activities for the school year. Presides over all meetings of the Parents' Association and the Parents' Association Board
- Serves as an ex-officio of all Parents' Association committees
- Exercises general supervision and leadership over the affairs of the Association
- Supports the various school functions
- Advocates for students, parents, staff, faculty and administrators with primary intent to
- optimize our children's learning environment President Elect Acts as an aide to the President
- Performs the duties and exercises the powers of the President in the absence of the
- President Assumes the office of President of the Parents' Association for the next school year
- Chairperson Acts as an aide to the President and President Elect
- Performs the duties and exercises the powers of the President in the absence of the
- President or President Elect Secretary Attends all Parents' Association Officer meetings

MANAGER
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College Campus : Vill - Malak Balau, Nawabganj, Prayagraj (U.P.) PIN - 229412
City Off : 46A/1A, Main Road, Teliyaganj, Prayagraj (U.P.) PIN - 211004

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Date. ..01/04/24.....

- Takes and types the minutes of the meeting and emails the finished minutes to the
- President for approval. Makes any necessary changes, and then e-mails the minutes to the other Officers. Treasurer Maintains custody of all funds of the Parents' Association
- Keeps an accurate record of receipts and expenditures. Disburses funds of the
- Association. Works with the President to create an annual budget for the Parents' Association
- Presents the budget to the Parents' Association Board for approval
- Obtains/monitors monthly income statements and balance sheets.
- Works with Accountant to ensure the timely filling of taxes. •

Manager


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Principal


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