



**Chiang Mai
Montessori**
INTERNATIONAL SCHOOL

**CHIANG MAI MONTESSORI
INTERNATIONAL SCHOOL
PARENT TEACHER
ORGANISATION 2025-2026**



Updated Feb 2025



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A. THE ORGANISATION SHALL BE CALLED CMMIS PTO

B. THE PTO'S ADDRESS SHALL BE:

Chiang Mai Montessori Parent Teacher Organisation (PTO),
Chiang Mai Montessori International School, 229/1 Moo.6, Ban Roychan, T. Nong Kwai, A. Hang Dong, Chiang Mai 50230

C. PTO GUIDELINES AND POLICIES

1. MISSION AND OBJECTIVES

- **Mission Statement:** The PTO's mission is to foster a strong partnership between parents, teachers, and the school administration to enhance the educational experience and support the school community.
- **Objectives:**
 - Promote and encourage positive relationships among all PTO members.
 - Build a vibrant and welcoming school community through social events and activities involving students, teachers, staff, and their families.
 - Support the school's direction, development, fundraising efforts, and both intra- and extracurricular activities.
 - Encourage collaboration among parents, guardians, faculty, and staff to positively impact the school community.
 - Provide a channel for suggestions to the school's leadership team to initiate positive changes in school practices or policies.





2. MEMBERSHIP

- **Eligibility:** All parents and guardians of students enrolled at the school are automatically members of the PTO. Annual fees are collected with school tuition fees.
- **Staff Membership:** All staff at CMMIS are also members of the PTO by virtue of their employment.
- **Ex Officio Members:** The Head of School and the School Director are ex officio members of the PTO.

3. LEADERSHIP ROLES AND RESPONSIBILITIES

- **President:**
 - Leads the PTO and serves as the primary liaison with the school administration.
 - Sets meeting agendas, facilitates discussions, and oversees PTO activities.
 - Represents the PTO within the school community.
- **Vice President:**
 - Assists the President and takes over their responsibilities in their absence.
 - Manages specific projects or committees and coordinates volunteer efforts.
 - Keeps PTO members informed about activities and opportunities.
 - Takes and distributes minutes of the meetings.
- **Treasurer:**
 - Oversees the PTO's finances, including budgeting, accounting, and financial reporting.
 - Manages funds from events and fundraisers, ensuring financial transparency.
- **Events Coordinator:**
 - Plans and organizes social events, teacher appreciation activities, and other PTO-sponsored events.
 - Works closely with volunteers to ensure successful events.
 - Collaborates with the school administration to align events with school policies.





- **Volunteer Coordinator:**

- Recruits and organizes volunteers for various PTO activities and school events.
- Maintains a list of available volunteers and their skills or interests.
- Ensures that volunteer efforts are well-coordinated and effective.

4. MEETINGS

- **Frequency:** PTO meetings will be held once a month during the school year.
- **Notice:** Members will receive notice of meetings at least one week in advance through email and/or the school's communication platform.
- **Agenda:** Meeting agendas will be prepared by the President and distributed prior to the meeting. Members can request agenda items in advance.
- **Minutes:** The Vice President will take and distribute minutes of the meetings to ensure transparency and keep all members informed.

5. FINANCIAL POLICIES

- **Budgeting:** The Treasurer will prepare an annual budget for approval by the PTO committee. Expenditures must align with the approved budget.
- **Fundraising:** All fundraising activities must be approved by the PTO committee. Funds will support school projects and resources.
- **Expense Reimbursement:** Reimbursement requests must be submitted with receipts to the Treasurer for approval and should align with the approved budget.





6. COMMUNICATION

- **Internal Communication:** PTO will use email, the school's communication platform, and meetings to communicate with members.
- **External Communication:** The PTO will use newsletters, social media, and the school's website to communicate with the broader school community.

7. CODE OF CONDUCT

- **Respect:** Members must conduct themselves with respect and professionalism at all times.
- **Conflict Resolution:** Conflicts should be addressed respectfully. The PTO President and Head of School will mediate as needed.
- **Confidentiality:** Members must respect the confidentiality of sensitive information.

8. COOPERATION WITH SCHOOL ADMINISTRATION

- **Alignment:** The PTO shall cooperate with the School Administration and the School Leadership and shall not act contrary to the school's policies or rules.
- **Non-Partisan:** The PTO shall remain non-political, non-denominational, and non-sectarian in pursuit of its objectives.

9. INDIVIDUAL COMPLAINTS

- **Policy:** The PTO shall not be a conduit for individual complaints about the school.

10. AMENDMENTS TO POLICIES

- **Proposal:** Any amendments to the PTO's constitution should be proposed by the committee.
- **Approval:** Proposed amendments must be submitted to the Executive Board of CMMIS for approval.

These guidelines and policies are designed to ensure the effective operation of the PTO and promote a supportive and collaborative school environment.





CONTACT INFORMATION

Please write to info@chiangmaimontessori.org with any questions, suggestions or feedback.

Phone

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Website:

www.chiangmaimontessori.org

Postal address

Chiang Mai Montessori International School
229/1 M.6, Ban Royjan,
T. Nong Kwai, A. Hang Dong,
Chiang Mai 50230, Thailand

School Bank Account

Bank Name:	Bangkok Bank (Mae Hia Branch)
Account Name:	Chiang Mai Montessori School
Account Number:	53 27 04 55 70
SWIFT:	BKKBTHBK





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