



中華人民共和國香港特別行政區政府總部教育局  
Education Bureau

Government Secretariat, The Government of the Hong Kong Special Administrative Region  
The People's Republic of China

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School-based Management Section, 5/F., East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

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26 February 2025

To: School Supervisors / Principals of Aided Schools / Schools under the Direct Subsidy Scheme with Incorporated Management Committees

Dear School Supervisors / Principals,

### **Incorporated Management Committee (IMC) School Manager Election Guides**


According to the relevant requirements of the Education Ordinance, the management responsibility of schools with IMC shall be borne by its IMC. To facilitate the participation of major stakeholders so as to manifest the core vision of school-based management, the composition of IMC includes sponsoring body managers, principal (ex-officio manager), teacher managers, parent managers, alumni manager(s) and independent manager(s), among which the teacher managers, parent managers and alumni manager(s) are elected through the respective elections held by the school / recognised parent-teacher association / recognised alumni association.

To ensure the above-mentioned elections are in compliance with the requirements of the Education Ordinance and the principle of “fairness and transparency”, we have amended and refined the current election guides with major amendments as below:

- Newly added reference for “Preparation of school-based election guide” (i.e. Annex II of the election guides)  
Before conducting the election, school / recognised parent-teacher association / recognised alumni association should make reference to relevant information and prepare its school-based election guide based on school’s own needs.

- Newly added “Checklist for election” (i.e. Annex IV of the election guides)  
School / recognised parent-teacher association / recognised alumni association should use the checklist to conduct self-checking before submitting the application for manager registration to ensure the election has complied with all necessary requirements and procedures.

The above-mentioned updated election guides have been uploaded to School-based Management Information Online for reference:

Website path	QR Code
School-based Management Information Online ( <a href="https://sbm.edb.gov.hk">https://sbm.edb.gov.hk</a> ) > References > Manager Election of IMC	

To deepen schools’ understanding on the newly added “Checklist for election” in the election guides, two identical online briefing sessions will be conducted on 1 April 2025 (Tuesday). Your school is cordially invited to send a representative(s) to attend. Please refer to the Appendix for details.

For enquiries, please contact the School-based Management Section on 3655 5814 or 3509 8478.


Yours sincerely,



(LAU Ching-kong)  
for Permanent Secretary for Education

w/ encl.

**IMC School Manager Election Guides**  
**Briefing Session**

Date:	1 April 2025 (Tuesday)
Time:	2:30 p.m. to 3:10 p.m. (Session 1)
	4:00 p.m. to 4:40 p.m. (Session 2)
Mode:	Online briefing (Zoom)
Link for application and QR code:	<a href="https://forms.office.com/r/97CEMMhQzM">https://forms.office.com/r/97CEMMhQzM</a> 
Application deadline:	10 March 2025 (Monday)
Points to note:	<ol style="list-style-type: none"> <li>1. Please submit one application for each school;</li> <li>2. Upon confirmation of registration, each school will receive an account login via email. On the day of the briefing, please log in with your school name to take attendance.</li> <li>3. The places for the briefing session are limited. The places will be allocated on a first-come, first-served basis.</li> </ol>