

Roles of an IMC Manager

(Manager applicants aged 70 or above are required to produce a medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that they are physically fit to perform the functions of a school manager. They may make use of this information sheet about the roles of a manager in obtaining a medical certificate for the aforesaid purpose.)

Functions of an incorporated management committee (IMC)

The Education Ordinance requires aided schools to set up an IMC, which shall include sponsoring body managers, parent manager(s), teacher manager(s), the Principal, alumni manager(s) and independent manager(s).

The IMC of a school shall be responsible for –

- formulating education policies of the school in accordance with the vision and mission set by the sponsoring body;
- planning and managing financial and human resources available to the school;
- accounting to the Permanent Secretary of Education and the sponsoring body for the performance of the school;
- ensuring that the mission of the school is carried out;
- ensuring that the education of the pupils of the school is promoted in a proper manner; and
- school planning and self-improvement of the school.

Roles of IMC managers

IMC managers are to carry out the functions of the IMC. They shall attend IMC meetings which are conducted at least three times in a school year. Before the meetings, they have to read documents for the meetings. They give their views and participate in discussion at the meetings. They help to make major decisions of the school which best meet the needs of the pupils.