

Leadership Planning and Training

Home and School Associations

The following is a list of topics about Home and School that Associations may wish to incorporate into their monthly meetings, or address in their newsletters. Regular information sharing and time to consider the role of OFHSA helps all members understand why they belong to the Federation. Be sure to ask your Home and School Council president for training and guidance. Lone associations should contact the OFHSA office for assistance.

Monthly Topics:

September:

Association Finances, Budget, Verification
Understanding of OFHSA
The Roles of Association Executives
Membership
Communications

October:

Voting on Association Budget
Awards Programs and Nominations
OFHSA Liability Insurance

November:

Teacher/Staff Appreciation
Advocacy Review/Work
Council Activity

December:

Ensure Membership Submitted
Planning for the New Year

January:

Conference Planning
Nominations for Association Executives

February:

Prep for the OFHSA Annual Meeting
- New Policy Resolutions and Bylaws

March:

Association Bylaws Review

April:

Association AGM, Voting in New Exec.

May:

Meeting/Agenda Planning
Fundraising Ideas for Coming Year

June:

Wrap-up/Goal Setting for Coming Year
Update Volunteer Skills Portfolio (VSP)

Resources: (mailings, brochures, info sheets, documents)

Financial Guidelines in September mailing, Fundraising Guidelines
OFHSA Connection, OFHSA Year-in-Review, All About OFHSA
Executive Skills Handbook, Tips for H&S Association Executives
OFHSA Marketing Kit, Membership brochure, application form
OFHSA/H&S - websites, newsletters, e-mails, flyers, Facebook,
Twitter, Google Groups, OFHSA Communications Binder/CD

Association Guidelines
Forms included in October mailing
Brochure in September mailing

Flyer in November mailing: TSAW is in February
Policy Document, responses, school board policies
Council minutes, representative's report

Membership lists (Annual Meeting votes based on Dec. 31st #'s)
"OFHSA Bulletin" submission dates

Registration Package in January mailing, OFHSA website
Executive Skills Handbook

Meeting package in February mailing

Association Guidelines, OFHSA Constitution & Bylaws,
Suggested Association Bylaws document

Association Guidelines, Association Bylaws

Association Guidelines, new & old executive
Fundraising Guidelines, Conference Vendors

OFHSA Strategic Plan, Advocacy brochure
Volunteer Skills Portfolio tracking sheets



Leadership Planning and Training

Home and School Councils

The following is a list of suggested topics for leadership development at the Council level. One way to increase the skills and knowledge of OFHSA members is to provide training and guidance to Association members at each meeting.

Monthly Topics:

September:

Handling Association Finances
Membership Promotion
Successful Meetings & Executive Skills
Communications (websites, newsletters, e-mails, flyers, social media, OFHSA Communications Binder/CD)

October:

OFHSA Awards Procedures
Effective Parent Teacher Interviews
Setting Agendas and Running Effective Meetings

November:

Advocacy at the School Board and Provincial Level
Dealing with Association Mailings
Improving Networking among Member Schools
Celebrating Teacher/Staff Appreciation Week at the School Board (TSAW is in February)

January:

Recruiting New Executive Members
Succession Planning
OFHSA Resources Available to Members

February:

Preparing for the OFHSA Annual Meeting
Reviewing Association Bylaws

March:

Consensus Building
Liaising with the School Council
Running a Successful Association Annual Meeting

April:

Education Governance - who does what?
Volunteer Skills Portfolios

May:

Preparing Association Annual Reports
Verified Financial Statements

