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 of OFHSA
Understanding of OFHSA
The Roles of Association Executives
Membership
Communications

**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

**October:**
Voting on Association Budget
Awards Programs and Nominations
OFHSA Liability Insurance

**Resources:**

Association Guidelines
Forms included in October mailing
Brochure in September mailing

**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)

OFHSA Strategic Plan, Advocacy brochure
Volunteer Skills Portfolio tracking sheets
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