

Leadership Planning and Training

Home and School Associations

The following is a list of topics about Home & 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 & School Council President for training and guidance. Lone associations should contact the OFHSA office for assistance.

Monthly Topics:

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

September:

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

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

October:

Voting on Association Budget
Awards Programs and Nominations
OFHSA Liability Insurance
Verified Financial Statements

Association Guidelines
Forms included in October mailing
Brochure in September mailing
Verification of Financial Statements and form

November:

Teacher/Staff Appreciation
Advocacy Review/Work
H&S Council Activity

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

December:

Ensure Membership Submitted
Planning for the New Year

Membership Lists (Annual Meeting votes based on Dec. 31st #'s)

January:

Conference Planning
Nominations for Association Executives

Registration Package in January mailing, OFHSA website
Executive Skills

February:

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

Meeting package in February mailing

March:

Association Bylaws Review

Association Guidelines, OFHSA Constitution & Bylaws,
Association Bylaws (Template) document

April:

Association AGM, Voting in New Exec.

Association Guidelines, Association Bylaws

May:

Meeting/Agenda Planning
Fundraising Ideas for Coming Year

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

June:

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

OFHSA Strategic Plan, Advocacy brochure
Volunteer Skills Portfolio

Leadership Planning and Training

Home and School Councils

The following is a list of suggested topics for leadership development at the H&S 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, H&S Communications Binder)

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
H&S Council Succession Planning
OFHSA Resources Available to Members

February:

Preparing for the OFHSA Annual Meeting
Reviewing Association Bylaws
Federation Volunteer Form

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