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:**

**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
- Verified Financial Statements

**November:**
- Teacher/Staff Appreciation
- Advocacy Review/Work
- H&S 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, 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

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

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

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

- Registration Package in January mailing, OFHSA website
- Executive Skills

- Meeting package in February mailing

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

- Association Guidelines, Association Bylaws

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

- 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