

## Officers of OFHSA

President  
1<sup>st</sup> Vice-President  
2<sup>nd</sup> Vice-President  
3<sup>rd</sup> Vice-President

## Board of Managers

Officers of OFHSA  
Past-President of OFHSA

## Executive Committee

Officers of OFHSA  
Past-President of OFHSA  
Representatives from H&S Councils  
with 10 or more associations

## Board of Directors

Officers of OFHSA  
Past-President of OFHSA  
Representatives from H&S Councils  
with 10 or more associations  
Representative to CHSF  
Workgroup Leaders  
Members-at-Large

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## Possible Workgroups

Awards  
Conference Planning  
Corporate Sponsorship  
Education Advocacy  
Finance  
Governance  
Health, Safety and Social Issues  
Leadership  
Parent Outreach (Membership)  
Parent Communications  
Parent Resources  
Policy  
Strategic Planning  
Succession Planning

## Become a Workgroup Leader

Participate at the provincial level of Home & School, use your unique talents and skills to contribute and learn, meet and work with other H&S members from across the province, make a difference, and have fun.

**OFHSA**

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**Ontario Federation of  
Home & School Associations**

## OFHSA Workgroups



**“The Best for Each Student”**

## OFHSA Workgroups

### What is a Workgroup?

Workgroups are the sub-committees of OFHSA. Each group has a specific focus or task for which it is responsible.

### Who can be in a Workgroup?

Any member-in-good-standing of OFHSA may serve in a workgroup. This includes alumni members and life members of associations.

### How many Workgroups are there?

That depends! Each year the OFHSA Executive Committee recommends to the Board of Directors the workgroups which will be needed for the upcoming year.

Presently there are 8 workgroups: Awards, Conference Planning, Finance, Leadership & Parent Outreach (Membership), Parent Communications, Parent Resources, Policy, and Strategic Planning.

### What is an Ad Hoc Workgroup?

These workgroups are more task-oriented than others and their efforts are directed to a specific task within an established time frame (usually Conference and the Annual Meeting). An example of an ad hoc workgroup was the Centennial Workgroup.

### How many people are involved?

Again, this depends. Some workgroups, such as Policy are usually only one person. Others, such as Conference, may involve upwards of 20 people. Most workgroups have three or four members plus the workgroup leader.

### What does a Workgroup Leader do?

As the leader of a workgroup you would find members for your workgroup, arrange communications and meetings, direct the efforts of the workgroup and be a member of the OFHSA Board of Directors.

### Board of Directors?

As a member of the OFHSA Board of Directors you will be expected to submit reports and attend the regular Board meetings. Most meetings are conducted using an online platform to reduce expenses and travel time for Directors. Federation Bylaws state that the Board of Directors are required to meet at least three times a year.

Generally, there are four to eight meetings a year which are held on Saturdays. The meeting in April begins the day before Conference and finishes on the morning Conference opens.

Leaders of Ad Hoc Workgroups are only expected to attend one Board meeting per year, usually the one held in April.

### How long is the term?

The term of office is one year, in accordance with OFHSA bylaws and in line with other H&S offices, with the possibility of serving a second term.

### Do I get help?

Yes! At the first meeting of the new board of directors, in June, the emphasis is on board training; the responsibilities of a board member; how and when to file reports; how to draw up a budget; important documents, etc.

In addition, each workgroup is assigned a liaison from the OFHSA Board of Managers. The liaison will take recommendations from the workgroup to executive committee meetings and inform the workgroup leader of any discussion and decisions made at those meetings.

### What about money?

Each workgroup develops a budget for the group by mid-August. Budgets may include such items as printing, postage, long-distance calls, meeting expenses and expenses to attend Conference.

### Anything else?

As a workgroup leader, you may be asked to lead a workshop at Conference or a Leadership Day. You may also have other duties assigned to you at Conference (meeting invited guests, introducing workshop speakers).