

# Tips for Home & School Executives

## SEND PAYMENTS TO:

**OFHSA**  
51 Stuart Street  
Hamilton ON  
L8L 1B5

## E-mails

When sending e-mails to the membership, use the **bcc** feature to ensure privacy!

Refer to OFHSA's information sheet, ***H&S and the CASL***, regarding Canada's Anti-Spam Legislation (CASL)

## OFHSA Communications

OFHSA publications, newsletters, website information, etc. can be viewed by all.

As association and council executive committees change in June, it is often difficult for newcomers to know all of the requirements for OFHSA. This information sheet can be used as a quick reference to refer to as needed. The OFHSA website [www.ofhsa.on.ca](http://www.ofhsa.on.ca) has all OFHSA resources available or you can contact **OFHSA by e-mail at: [info@ofhsa.on.ca](mailto:info@ofhsa.on.ca)** if you have questions.

**Every H&S Association and H&S Council is required to submit information to OFHSA annually online using:**  
[Link for Association Information](#)

### Executive contact information:

**Sept. 1<sup>st</sup>** (or ASAP if your group sets its executive committee at the first meeting of the year). All association and council executive committee members must be OFHSA members in good standing (fee paid and submitted to OFHSA).

### Current membership list:

**Sept. 30<sup>th</sup>** -annual membership runs Oct. 1<sup>st</sup>– Sept. 30<sup>th</sup> Submit payment to OFHSA with association cheque, not individual member cheques. One effective way to start your membership drive is to have membership forms included with your school's "first day package" of forms that are sent home with each student.

### Additions to membership list:

Submit member information and payment to OFHSA as received. Memberships may be purchased at any time during the year: the votes your association is entitled to at the OFHSA Annual Meeting are calculated based on memberships received in the office as of **Dec. 31<sup>st</sup>**.

### Schedule of meeting dates:

**Sept. 30<sup>th</sup>**

### Current approved budget:

**Sept. 30<sup>th</sup>**

### Annual financial verification:

**Oct. 31<sup>st</sup>**



## OFHSA Shield & Logo

The Home & School shield may be used alone on documentation.



The OFHSA logo can only be used **with** the Home & School shield, not alone. It is to be positioned to the right of the shield.



Both may be re-sized but the dimensions may not be changed.

Refer to OFHSA's procedure guide, **Brand and Visual Identity Standards**.

## CHECK THE OFHSA WEBSITE OFTEN!

[www.ofhsa.on.ca](http://www.ofhsa.on.ca)

Many resources and forms are available for download

## Document Guidelines

### President info:

- The president shall ensure that all OFHSA documents are accessible at all meetings, either electronically or in print.
- At the designated association/council meeting prior to the OFHSA Annual Meeting, the president shall ensure all current year Annual Meeting Package documents are available for review and discussion, along with the preceding 3 years OFHSA Annual Meeting documents (initial packages, approved minutes, financials).
- The president shall ensure all documentation is shared with Past-President, Vice-President(s) and all executive committee members prior to executive and general meetings.

### Treasurer info:

- The president and treasurer are required to sign each page of the monthly financial statements presented at association/council meetings. Financial statements are received for information and recorded as such in the minutes. Discussion may follow.
- There should be 3 signed copies: 1 for the president; 1 for the treasurer; and 1 for the secretary's records.

### Secretary info:

- The secretary should ensure minutes and financials etc. are accessible either electronically or in print at all meetings. It is good to have the previous year's records available as well.
- The secretary should provide copies of the previous month's meeting minutes to all members at an association/council meeting for review before voting to approve (or prior to the meeting if e-mail is used).

## Motions

- **Robert's Rules of Order, Newly Revised** are used at all levels of OFHSA.
- Motions are required for: accepting meeting agendas and any additions or changes; approving minutes; approving the budget; approving financial decisions outside of the approved budget; approving bank signing authorities annually; approving changes to your association/council bylaws, electing new executive and adjourning meetings.
- Motions are moved, seconded and voted on **only by paid Home & School members**. First time members are granted voting privileges 20 days after they pay their membership fee to the association/council. Non-members may attend meetings but do not carry a vote.
- Motions are recorded as "**carried**", "**defeated**", "**deferred**" or "**withdrawn**". The motion along with names of the mover and seconder are recorded in the minutes as well as the outcome of the vote.
- Quorum is required for voting and must be set in your association bylaws. Proxy voting is prohibited.
- Each member of the association is entitled to one vote: both members listed on a Family Membership have one vote each; Associate Members have one vote.