

# Tips for Home & School Association Executives

## SEND PAPERWORK 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 executive committees change, it is often difficult for newcomers to know all of the requirements for OFHSA. This information sheet can be used as a quick reference for associations to refer to as needed. Your ***Home & School Communications*** binder/USB should have all the necessary detailed information or you can contact **OFHSA at: 905-308-9563** or by **e-mail at: [info@ofhsa.on.ca](mailto:info@ofhsa.on.ca)** if you have questions.

## Paperwork required to be submitted to OFHSA annually

### Executive contact information:

**Sept. 1<sup>st</sup>** (or ASAP if your group sets its executive at the first meeting of the year). This information should also be shared with your H&S Council. All association 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>** to your H&S Council **or** to the OFHSA office if there is no H&S Council in your area.

### Current operating budget:

**Sept. 30<sup>th</sup>** to your H&S Council **or** to the OFHSA office if there is no H&S Council in your area.

### Annual financial verification:

**Oct. 31<sup>st</sup>** to your H&S Council **or** to the OFHSA office if there is no H&S Council in your area.



## 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

## General Paperwork Guidelines

### President info:

- The president should bring the **Home & School Communications** binder/USB to each association meeting.
- The president should keep and bring the annual meeting records, containing the five previous years' resolutions, to the association meeting at which the current year's OFHSA Annual Meeting documents are discussed.

### Treasurer info:

- The president and treasurer are required to sign each page of the monthly financial statements presented at association 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 binder.

### Secretary info:

- The secretary should bring the current years' minutes and financial statements to all association meetings for reference as needed. It is good to bring the previous year's records as well.
- The secretary should provide copies of the previous month's meeting minutes to all members at an association 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 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. 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 should be set in your association bylaws.
- Each member of the association is entitled to a vote: both members listed on a Family Membership get one vote each; Associate Members get one vote.
- If in doubt, make a motion.