



So, you were elected to the Home and School Association. **Now what? Do I**

- a) RUN!
- b) feel overwhelmed
- c) read the handbook & feel better**

It has been the desire of the provincial Home and School Association, which is known as the New Brunswick Federation of Home and School Associations, Inc. to help local associations' executive members (new and experienced) not feel overwhelmed when elected and assist them with running an effective meeting. Meetings must be seen by our members as worthwhile to attend, organized, and educational. We hope this quick reference handbook will help the executive with their leadership role.

You are not alone!

You are part of an organization that is not only local, but provincial and national as well. Welcome to the team.

Home and School began on December 18, 1895 in Baddeck, Nova Scotia. The organizer was Mrs. Mable Hubbard Bell, wife of Dr. Alexander Graham Bell (see you are surrounded by greatness already).

In 1937, the New Brunswick Federation of Home and School Associations, Inc. applied for its Letters Patent. Each year numerous members join local Home and School Associations across the province. Home and School contributes a significant amount of



financial support each year to schools in New Brunswick through fundraising and volunteer work. We sure are busy.....now let's get you off on the right track.

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Membership

Membership is important to the survival of Home and School. Membership in New Brunswick is collected on an individual basis. Collected at the local level, the

membership dues are sent to the Federation at the per individual amount set by the Federation. This membership fee helps the Federation Board continue to be the voice of parents on issues that pertain to the welfare of all children. Each time we meet with government departments we are asked how many schools we represent and how many members. Each membership is another voice.

Membership fees are sent to the NBFHSAI office. Installment dates are “Early Bird”- October 31st, and December 31st. In order for your Association to be eligible to vote at the AGM, all dues must be paid in full by December 31st.

Annual General Meeting (AGM)

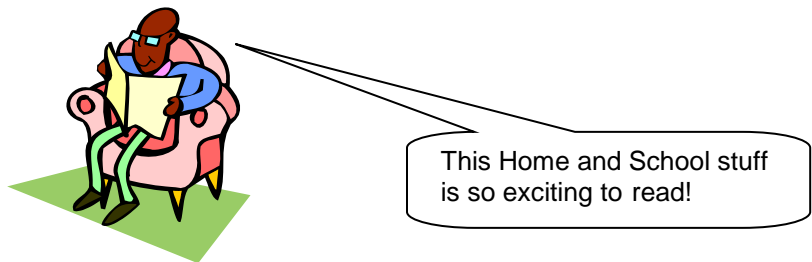
Each year the Federation hosts an Annual General Meeting. Members from all over the province attend (not just executive members but all members are welcome). Business meetings, small group discussions, workshops and guest speakers are just some of what is in store for you at an AGM. Just when you need a boost the AGM comes along and you are revitalized for another year.

Plan early in the year to attend the AGM which is usually held during April.

Constitution and Bylaws

It may be hard to believe but we are fortunate that our organization has a constitution and bylaws. It is our governing document. The Federation and Local Associations each have a constitution and bylaws designed for their needs. The constitution and bylaws can seem overwhelming if you sit down to read it all at once. Take a small section at a time and understand it before moving on. (Can be used for bedtime reading if you have trouble sleeping)

When constitution and bylaw changes are needed at the Federation level, a Notice of



Motion goes out to each local association 45 days prior to the AGM. The executive along with the membership of each local association is to discuss the changes and decide how the voting delegate to the AGM should vote.

Home and School Objectives

The common goals of Home and School members are stated below in the objectives. Anyone can be a member of the Home and School Association provided they support the objectives.

1. **To** promote the welfare of children and youth.
2. **To** raise the standards of home life.
3. **To** promote the care and protection of children and youth.
4. **To** foster co-operation between parents and teachers in the training and guidance of children and youth, both during and after school period.
5. **To** obtain the best for each child according to his/her physical, mental, social and spiritual needs.
6. **To** give parents an understanding of the school and its work, and to assist in interpreting the school in all its aspects to the public.
7. **To** confer and co-operate with organizations other than schools which concern themselves with the care and training of children and youth in the home, the school and the community; and with the education of adults to meet these responsibilities.
8. **To** foster high ideals of citizenship; and to promote through educational means international goodwill and peace.

Why belong to Home & School

Because...improvements in school conditions become possible when strong public opinion approves and demands it.

Because...no group can influence public opinion and public school officials as successfully as an enthusiastic, interested group of parents and teachers.

Because...there is no better way to inform parents of school conditions, or to arouse their interest in improvements, than through a Home and School Association which meets regularly to consider such matters.

Because...full and free discussion of general school problems in a meeting of teachers and parents often solves difficulties without friction, and may actually prevent them.

Because...discipline usually becomes more effective when a child realizes that father, mother, and teacher, not only understand each other, but are working together.

Because...getting to know parents makes it possible for teachers to better understand your children's needs, potentialities and limitations.

Because...informing parents of the work and methods of the school usually helps to develop loyalty among the children, and as a result the teacher's efforts become more effective.

Because...when parents and teachers work together in the best interest of your child more may be accomplished as they become better acquainted.

Because...schools are constantly changing, parents need to know in general what the changes are and why they are necessary.

Because...of the interest Home and School generates towards education, the child and the community.

Because...it is the best way to help build a spirit of confidence, co-operation and goodwill among our children and families across this vast country.

Home and school Prayer

“Our Heavenly Father, we pray that our endeavours may at all times be guided by Thee. Give us knowledge that our thoughts may be well directed. Give us tolerance that we may respect the rights and views of others.

**Imbue us with understanding and clear vision, that we may always seek the highest good for our children, our homes and our schools. And grant us wisdom that we may ever choose the right.”
Amen**

Home and School Thought

“ We hope that our endeavours may at all times be guided by wisdom!”

May we use knowledge so our thoughts may be well directed and that we will be tolerant.

May we use understanding and clear vision, so we always seek the highest good for our children, our homes and our schools.

May we always have the wisdom to choose the right.”

Home and School Creed

We Believe

That Home and School should be concerned with everything that relates to the welfare of the child at home, at school, or in the community.

That Home and School’s main purpose is to bring together the home, the school, and the other educational forces in the life of the child, in order to work for the good of all children.

That Home and School should seek to learn about all conditions in the school and in the community that affect children and youth, and encourage those which promote their growth and safety.

That Home and School work actively to promote public support for schools, so that they will be equipped with the best teachers, facilities, and other resources.

That Home and School should help parents increase their knowledge and understanding of their own role.

That Home and School should support the school in its efforts to give children and youth the education they need to become citizens who represent the best in Canadian national life.

That Home and School may question the school and its policies, but shall not be used as a medium for criticizing or interfering with its authority.

That Home and School’s guiding principles are those of social service, good citizenship, good will, and international peace.



“Leadership is the ability to influence others to work together towards a desired goal.”

Effective Leadership. . .

-is a process that varies from one situation to another.
-is determined by the combination of the leader, follower, work to be done, and the situation.
-consists of leaders who know themselves, know the people who work with them, know the situation, and are able to adapt their leadership style appropriately.
-assumes that people are responsible, want to grow and develop, and encourages them to develop their own potential while exerting a minimum of external supervision and control.
-is informed and prepared. A good leader researches the subject or the organization by reading past minutes, pamphlets or brochures.

A Good Leader. . .

-knows when to delegate and knows when to offer encouragement and praise.
-conducts the meeting appropriately and keeps it moving.
-expresses appreciation, taking care to make constructive use of criticism.
-is courteous, dependable and democratic.
-obtains facts and listens to more than one side of an issue.
-informs everyone of their job and keeps them working.
-finds out where different individual's talents are and places them accordingly.
-does not accept too many responsibilities in other organizations
-learns a few simple guidelines for keeping the meeting moving and for limiting the discussion.

Don't Panic! Newly elected presidents can learn these skills with time.

Roles of the Executive Or Ways to Make it Look Easy

The whole Executive Team is responsible for keeping the local association chugging along. Each role is very important in achieving success. Listed below are some of the key responsibilities for each executive member.



President

- Chair and conduct meetings.
- Become familiar with Home and School: Policies, Goals and Objectives, Constitution and Bylaws and Handbook.
- Become familiar with the accomplishments of the association during the previous year(s).
- Become familiar with the responsibilities for all positions.
- Hold executive meetings to discuss plans.
- Involve as many members as possible and delegate responsibilities whenever and wherever possible.
- The person offering for the position of Treasurer should provide references. It is highly recommended that the references be checked and if necessary a background/police check be conducted.
- Keep a positive attitude.
- Ensure the financial records are kept up and that there are at least three (3) signing officers for the association.
- Should any money be found missing, it is your responsibility to report this to the police.
- Persons on the executive may sometimes feel uncomfortable questioning other volunteers and executive about money, but remember it is necessary because as a member of the executive you are responsible for Home and School Funds. **The position is the issue here, not the person.**
- Oversee that information is sent to the N.B.F.H.S.A.I. such as *List of Officers, Membership Dues, and Registration for AGM.*
- Pass along to the executive and members the information received from the N.B.F.H.S.A.I. in all mail-outs.



Vice President

- Be familiar with responsibilities of the President.
- Be prepared to step in for the President as chairperson in the event of their absence.

Note: Some locals elect a 1st and 2nd Vice President. (The more the merrier.)



Past President

The role of the Past President can greatly benefit any new executive and new president taking office. The past president is part of the Home and School executive.

- ♦ A Past President is not an elected position.
- ♦ This position is filled by the outgoing President of a local Home and School Association whose term of office has expired.

The Past President should assist the new President in whatever way possible, remembering that he/she is no longer the leader.

The Past President is a wonderful resource person. They can be a wealth of information. With the position comes a little deserved relaxation.



Secretary

This position is the right hand to the President. The recording of the meeting minutes and corresponding with the members is just part of the duties of the secretary. Some of the other duties include:

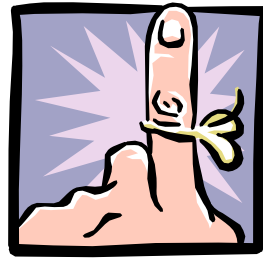
- Keeping a record of the minutes/correspondence.
- Recording minutes of both executive and regular meetings.
- Sending a copy of the minutes to the President as soon as they are completed.
- Presenting the record of minutes to the newly elected secretary.
- Sending out notices of Executive, regular, or special meetings, correspondence, and other duties as assigned.



Treasurer

This is an exciting position and has many responsibilities including being the custodian of the funds of the Association. Let's take a closer look at what is expected of the Treasurer.

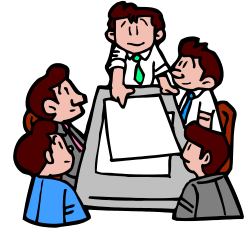
- Bank statements should be brought to executive meetings for review.
- **There must be at least three signing officers** on the accounts (any two may sign.)
- The books must be available to be reviewed by the executive at any time.
- The Treasurer receives all monies and disburses them as designated in the By-Laws, or as authorized by the Association.
- Keep official records in which all receipts and expenditures are recorded.
- Keep an accurate account of all monies received from membership dues, and remits the designated portion to the Provincial Federation on or before Oct. 31 and Dec. 31 of the current school year. Authorization is not required to forward the Provincial portion of the fees.
- Submit a report showing the receipts, disbursements, and balance on hand, at the Executive and regular Association meetings.
- Know the amount of money the Executive is authorized to spend. Note: These expenditures must be ratified at the next meeting.



Important Things to Remember

- It is the Treasurer's responsibility to ensure that all cancelled cheques, bills, receipts, record books, and Treasurer's books be passed on to the new treasurer upon completion of his/her term.
- All non-profit organizations must keep all financial records for a period of seven years before discarding cancelled cheques, receipts, etc.

How to Run an Effective Meeting



Some of the challenges faced by the executive include getting members out to meetings. After a successful membership drive the numbers may be high, but attendance at the meetings may be low. Here are some helpful tips to try.....

Tips for planning the meeting

- Do not have meetings just for the sake of having a meeting. Meetings must have a **well-defined purpose** or fewer and fewer people will attend.
- As an Executive include the principal when developing an annual plan of action for activities. (ex. Christmas Dinner, Teacher/Staff Appreciation Week, Spring Fair, etc.). Present this Plan of Action at the first meeting for approval.
- **Prepare the Agenda** in advance. Don't be caught photocopying the agenda minutes before the meeting starts. That time could be spent greeting the members.
- Keep **agenda items limited** so that a meeting doesn't run too long.
- Have the **room prepared** in a way that is easy for everyone to see and hear the action.

Tips for setting the tone of the meeting

- The executive should think of the meeting as if you were hosting a party (greet people, **make them feel comfortable**, introduce new members to returning members, etc.).
- **Relax**, and don't forget to breathe.
- Keep in mind that the **rights and views of others are respected**.
- Remember that **members have a viewpoint too**...so keep in mind their needs such as:
 - Needing a sense of belonging
 - Needing a sense of sharing in the planning
 - Need to feel that their ideas had a fair hearing
 - Need to feel that what they are doing has real purpose
 - Need to clearly know just what is expected of them - not only in detailed tasks, but where they have the opportunity to make decisions

Staying on Track at a Meeting



Even a well-planned meeting can sometimes get off track by the simplest things. As chair, it is your job to bring the meeting back on track. Here are some helpful hints to keep your meeting on track.

- ❖ Have a scheduled amount of time for each agenda item. If you spend too much time at the beginning of a meeting discussing everything, then you may be rushed at the end to finish the business. If you start falling behind ask the membership if the discussion should be tabled (brought forward at a later meeting).
- ❖ When someone is making a report, ask him or her to come to the front of the membership. This will allow everyone the opportunity to hear the report without having to turn around. This may also help to eliminate separate conversations from starting. If there are questions about the report have them directed to the chair. The chair can ask the person giving the report if they are comfortable answering questions at this time, it gives them a chance to decide and not feel pressured.
- ❖ Do not allow discussion that should be done at a committee level to get started. Too much time can be wasted discussing if the tablecloths should be white or blue, or if the juice should be served in cans or cups, or if the hamburger buns should be fresh or day old to save money. This can be discussed at committee level and the outcome can be evaluated at the end of the event.
- ❖ If discussion becomes inappropriate for a Home & School meeting (such as talking about a teacher, parent or student), the chair must stop the discussion immediately by stating that Home and School does not discuss personal matters at a meeting.

The Order of Business



Now that we looked at some of the qualities needed to be a good leader, let's look at the meeting itself.

1. Welcome/Call to Order

Some suggestions to keep in mind:

- **Start on Time** Parents/Volunteers may be paying a babysitter to attend this meeting, or have lots of things to do when they get home.
- Have a **few short remarks of welcome** to make everyone feel relaxed and to allow them to settle into their seats.
- If a prayer is to be said, or O Canada to be sung then **instruct the membership on the protocol.** (stand, stay seated, bow heads, etc.)
- **Remember you are the host.** Meeting someone for the first time, don't be shy about shaking hands.



2. Adoption of Agenda

The agenda can be circulated before or at the meeting, or the agenda can be simply written on a board for all to see. The chair must ask if they're any additions to the agenda. The membership then has the opportunity to add any items that they would like to discuss. It can be determined where it should be placed on the agenda. (i.e. under new business)

The agenda must be approved by the membership by either consensus or a motion.

3. Minutes of the Last Meeting

The minutes of the last meeting can be circulated at the meeting and/or read to the membership by the Secretary or designate. The chair is to ask the membership if there are any errors or omissions to the minutes. A consensus to adopt or a motion from the floor is needed to approve the adoption of the minutes either; as read, as circulated, or as amended.

Keep in Mind

The minutes should be circulated to the executive prior to the meeting if possible. This could serve, as a reminder of any outstanding work to be done that should be added to the next agenda. The Secretary records the minutes. Keep in mind that it is only the plan of action that is to be recorded. It is not important to include who said what in the discussion. The minutes should not reflect any personal opinions or views. Though the minutes should be concise, they must also be informative and clear. Once the minutes are approved, they stand. Therefore it is important to take the time to read the minutes and look for possible errors or omissions.

4. Business Arising from the Minutes

Unfinished business is next on the agenda. The Secretary prepares a list of unfinished business from the prior meetings. Any unfinished business that is still not completed can be placed on the next meeting's agenda.

5. Correspondence

The Secretary or the chair can read correspondence. The correspondence should be reviewed at the executive meeting if possible before the general meeting. Any call for action in the correspondence can be saved for new business. The membership may like to see Thank You cards, invitations, etc. It is nice to post such cards in the school for all to see.

6. Treasurer's Report



The Treasurer presents all paid bills for ratification by the members at the meeting. The Treasurer's Report is moved by the Treasurer to be received as read or circulated. The Chair will then receive the Treasurer's Report as read or circulated. The Treasurer's Report can only be approved if it is the audited statement at the end of fiscal year. All Treasurer reports (not audited) can only be received. A predetermined spending amount for the Executive is made at a meeting of the membership. This allows the Executive to spend up to a predetermined amount between meetings without specific approval. These expenditures must be ratified (approved after the fact) at the next general meeting. The Treasurer must read aloud or circulate a report that shows the amount of each cheque and who it is payable to. The Treasurer should give a true balance (that is one that includes all outstanding cheques not cashed). Keep in mind that bank statements should be brought to Executive meetings for review.

7. Other Reports

Allow a few minutes for reports from the committee chairs. A written report is best for future reference.

8. New Business

New Business can also be brought forward from the floor providing it has been accepted at the commencement of the business meeting or could be handled in an agenda item labeled "other" should time permit. Motions calling for action may then be presented and acted upon. If some new business cannot be dealt with at this meeting, it can be tabled.

9. Date of Next Meeting

The membership may wish to have the next meeting date determined at this time, however a notice of the next meeting may be given at a later time. It has been suggested to give at least two weeks' notice to your membership for the next meeting with a reminder a few days prior to the meeting date.

10. Program

This agenda item is optional, but can be used as a way to inform members on educational issues or concerns. Guest speakers or videos are excellent options. Contact the N.B.F.H.S.A.I for suggestions or for guest speakers.

11. Adjournment

A motion to adjourn is needed. A seconder is not needed on the motion to adjourn. *That's the one motion that almost everyone will want to make.*

Keep in Mind

The chair may not make a motion. Motions must come from only voting delegates or members of the association. Each motion with the name of the mover/seconder and the outcome of each vote should be carefully recorded. Discussion on a motion should not be included in the minutes, but recommendations should be.

How to make a Motion



To put a motion on the floor - “I move that (who you want to do the action) (the action that the mover wants taken”. Example: “I move that St. Michael’s Home and School pay expenses for 3 delegates to attend the AGM.”

The motion must be seconded before it can be discussed. If the motion is not seconded then the motion is dropped.

Discussion follows if the motion has been seconded...

The chair states the motion and conducts the discussion by allowing one member at a time to speak. All remarks are addressed to the chair. The mover may open and close the discussion. Every member is permitted to speak on the motion after which the chair says “Are you ready for the question?” If no one requests permission to speak again, the chair repeats the motion and calls for those in favour of the motion, and then those against the motion. The vote is announced, and the vote declares the motion to be Carried or Defeated, as the case may be.

If a discussion is in danger of being bogged down, the matter should be tabled for a while or referred to a committee. A good chair will recognize how the discussion is going and will tactfully call for an end of the discussion. Or a member can call for the “Question”. Once a call for the “Question” is made (if everyone has been given the opportunity to speak) the discussion is ended and the motion is taken to a vote. This can help make your meetings inviting rather than confrontational. Not having discussion get bogged down is one of the main challenges for a chair. On one hand you want everyone to feel that they can provide input, but on the other hand if everyone speaks on every item, the meeting may drag.

Once members get home and someone says, “I thought you were going home by 8:00 and it’s now 9:15” the member may wonder what it was took so long. Next time they may not attend because the meetings are long and they may not get home to tuck the kids into bed.



to be
that
too

Another area that can tend to bog down a meeting is a parent talking directly to the principal. Picture this: the executive is sitting up front, the principal is in the back and all the members are turned to hear one parent have a discussion with the principal about the fight in the playground, or that there wasn’t any hand soap in the boy’s bathroom again.

Presidents should announce that any questions/discussion must be addressed to the chair first. This eliminates the problem of inappropriate subjects being discussed; items off topic being discussed; and it avoids putting the principal on the spot or hot seat. If the question is directed to the chair first, the chair decides if the issue is a Home and School issue, and if it is appropriate. It is so the chair can ask the principal if they would like to address that issue now, have it tabled for the next meeting, or ask the principal to speak with that parent later.

Other Tidbits of Info

It is easier to conduct a meeting if the Chair and the Secretary sit near each other. The Chair should repeat the names to the secretary of the movers, and the seconders of the motions. If the adjournment time of the meeting has been fixed before the meeting (i.e. 7:00pm to 8:00pm) then this should be respected. If a hot topic is on the agenda, then perhaps the other business could be dealt with first. A chair must leave the chair position if they would like to participate and give their own personal views on a motion. They can only return as chair when the motion has been voted on.

Meetings can still be informal even if proper procedures are used. The business at hand can be completed (which is the reason why people came to the meeting) in an atmosphere of friendliness.

Obtaining a comfortable style may take a meeting or two for a new President. So be supportive of the volunteer who has willingly allowed their name to stand for President.

Try different styles for placement of the chairs during meetings. Everyone should be able to hear and see the executive. At an executive meeting the President should still sit in a position that is visible to all.



Home and School Guidelines for Selecting a Representative to the Parent School Support Committee (PSSC)

In September 2001, an amendment to the Education Act, provides for Home and School Associations to be given a seat on the PSSCs. Here are a few guidelines for filling this position:

- a) The membership should decide first if any executive member can make the commitment to attend the PSSC meetings.
- b) If no executive member is able to commit, then at a regular meeting a representative should be elected from members at the meeting. If no one is still able to commit from that meeting, the executive should appoint a Home and School member to represent Home and School.
- c) Responsibilities and communication link:
 - This seat should be considered a wonderful way for Home and School and the PSSC to communicate.
 - Whoever is the Home and School representative, will be responsible to report to the executive of the Home and School the outcome of meetings as soon as possible following the PSSC meeting.
 - The representative then should be encouraged to pass the information on at the next regular Home and School meeting. This will help put educational items on the agenda, and to enhance the role of Home and School.
- d) It should also be seen as the opportunity for the Home and School representative to be able to take Home and School concerns, suggestions, solutions, etc. to the PSSC meeting by placing them on the agenda.
- e) The Home and School representative should be familiar with current Home and School policy, goals and objectives, and local association concerns, so that the position of Home and School can be reflected at the PSSC meeting. The representative should feel that all information can be reported back to the general Home and School meetings.
- f) The Home and School representative should request to the PSSC that the Home and School be given prior knowledge of the agenda.
- g) The position of representative on the PSSC is renewable annually.

SAMPLE AGENDA

FOR A LOCAL HOME & SCHOOL ASSOCIATION

“ST. MICHAEL’S” HOME AND SCHOOL ASSOCIATION **AGENDA: September 8, 2006**

1. Welcome/Opening Remarks
2. Additions to Agenda/Approval of Agenda
3. Approval of Minutes of meeting June 2, 2006
4. Business Arising from Minutes
5. Treasurer’s Report
 - a) Financial Statement 2005/2006
 - b) Proposed Budget 2006-2007
6. Liaison Report
 - Principal
7. Committee Reports
 - a) Membership
 - b) Volunteers
 - c) Parent Programs
 - d) Safety
8. Correspondence
9. New Business
 - a) School Calendar
 - b) Fall Book Fair – October 16/06
 - c) Design of Home & School logo
10. Other
11. Date and time of next meeting
12. Adjournment

SAMPLE MINUTES OF A LOCAL HOME & SCHOOL ASSOCIATION

“ST. MICHAEL’S HOME & SCHOOL ASSOCIATION
Minutes: September 8, 2006

Present:	C. Martel, President	I. Peterson
	T. Jefferson, Staff	M. Chaisson
	P. Little, Principal	J. Gallant
	M. Mitchell, Secretary	L. Doyle
	K. Jones, Treasurer	A. Wong
	L. Fraser, Vice President	W. MacLean
	S. Smith	M. Moar

1. *Welcome/Opening Remarks: The President welcomed those present to the meeting.*
2. *Additions to Agenda /Approval of Agenda:*
MOTION: **Wong/Chaisson to accept the agenda** CARRIED
Additions to Agenda: **Stationery, Constitution.**
3. *Approval of Minutes of June 2, 2006:*
MOTION: **Gallant/MacLean** CARRIED
4. *Business Arising: The letter to recruit volunteers is to be sent out to parents in September.*
5. *Treasurer’s Report:*
 - a) *See attached 2005/2006 Financial Statement submitted by K. Jones. Balance on hand as of June 30, 2006 is \$736.00.*
MOTION: **Moar/Wong to receive the report** CARRIED
 - b) *See attached 2006-2007 Proposed Budget submitted by K. Jones.*
Motion: **Fraser/Smith to accept the proposed budget.** CARRIED
6. *Liaison Reports:*

Principal: The school would like parental response for an information program on alcohol and drug abuse next fall. New sport uniforms arrived.
7. *Committee Reports:*
 - a) **Membership: Membership has started with 35 members during the first week.**
 - b) **Volunteers: The letter to recruit volunteers has been sent out with a deadline to reply as of September 25, 2006. Volunteers are needed for the reading program.**
 - c) **Parent Programs: There will be a workshop on “Math” next Tuesday evening.**
 - d) **Safety: The Safety Committee will have a safety check completed on the playground equipment this week and will report to the executive as soon as possible with the results.**
8. *Correspondence*
9. *New Business*

- a) **School Calendar:** The calendars were distributed to the students. Special events are noted on the calendar.
 - b) **Fall Book Fair:** This will be held on October 16, 2006, in the library. Volunteers will be needed.
 - c) **Design Home and School Logo:** A contest will be held to find a new logo. Home and School members can enter. The prize will be a \$25 gift certificate.
10. Other:
- a) **The current stock of Home & School stationery is almost gone. M. Moar will look into the purchase of additional stationery, with possibility of a new letterhead.**
 - b) **The Home & School Constitution and By-Laws are ten years old. Volunteers are needed to study the Constitution and make recommendations for revision. L. Fraser agreed to chair an ad hoc committee.**
11. **Date and Time of Next Meeting: October 12, 2006 at 7 p.m.**
12. **Adjournment:**
MOTION: **Smith motioned to adjourn at 9 p.m.** CARRIED

President

Secretary

Sample Financial Statement

For A Local Home & School Association

"St. Michael's" Home & School Association
Financial Statement for the year ending June 30th, 2006

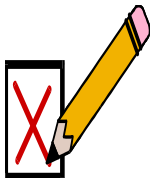
Balance June 30th, 2005		\$450.00
 <u>Revenue:</u>		
Membership (150 x 5)	\$ 750.00	
Christmas Fundraiser	1200.00	
Mother's Day Basket	1000.00	
Interest	8.00	
Playground Fundraiser	800.00	
	\$3758.00	<u>\$3758.00</u>
		<u>\$4208.00</u>
 <u>Expenses</u>		
N.B.F.H.S.A.I. Membership Fee (150 x 3)	\$ 450.00	
Bank Fees	4.00	
AGM	200.00	
Teacher/Staff Appreciation Week	400.00	
Grade 6 Trip	699.00	
Treats at Christmas and Easter	219.00	
Library Books	400.00	
Spring Fair	200.00	
Swing Set	900.00	
	\$3472.00	<u>\$3472.00</u>
 Balance		 <u>\$736.00</u>

**Sample Budget
Of a Local Home & School Association**

**“St. Michael’s” Home & School Association
Proposed Budget for the year July 1st, 2006 – June 30th, 2007**

Balance on hand July 1, 2006			\$736.00
	<u>2005-2006</u>	<u>2006-2007</u>	
	(actual)	(projected)	
Revenue			
Membership Fees (150 x 5)	\$ 750.00	\$ 750.00	
Christmas Fundraiser	1200.00	1000.00	
Mother’s Day Basket	1000.00	1000.00	
Interest	8.00	10.00	
Playground Fundraiser	800.00	2000.00	
	<u>\$ 3758.00</u>	<u>\$ 4760.00</u>	
 Expenses			
N.B.F.H.S.A.I. Membership Fee (150 x 3)	\$ 450.00	\$ 450.00	
Bank Fees	4.00	10.00	
AGM	200.00	250.00	
Teacher/Staff Appreciation Week	400.00	400.00	
Grade 6 Trip	699.00	800.00	
Treats at Christmas and Easter	219.00	250.00	
Library Books	400.00	400.00	
Spring Fair	200.00	1200.00	
Swing Set	900.00	1000.00	
	<u>\$3472.00</u>	<u>\$4760.00</u>	
 Projected Balance on hand June 30th, 2007			 \$736.00

(Note: The proposed year’s budget includes those items handled on an annual basis and is always subject to review by the Executive Committee of each Local Association)



Elections

Now that the Federation has shared tips on the responsibilities of the executive and how to run an effective meeting, you will want to run elections to fill these positions.

Under Article VI - Elections, Voting and Term of Office in the local Constitution it spells out that:

- ◆ Elections shall be held annually as required
- ◆ Elections are held for the positions of President, Vice President, Secretary and Treasurer
- ◆ Maximum term of office is either a) 1 year terms with no maximum or b) 1 year term with a maximum of 4 consecutive terms.
- ◆ Elections are by ballot and a majority vote shall stand
- ◆ If only one person is standing for an office, the rule of ballot is suspended, and the candidate is elected by acclamation
- ◆ Nominations can be accepted from the floor at the time of elections.
- ◆ Each member whose fees have been paid has the right to vote, nominate, or stand for election to office
- ◆ The elected officers should be installed in their respective offices at the close of the elections and they will hold office until their successors are installed

Here is how you elect those people who are lined up for the executive positions.

If only one person is nominated for an office, and there are no nominations made from the floor, then that person is elected automatically, “by acclamation”.

If there is more than one candidate for any office, then there must be a vote taken to determine which one the majority prefers. The vote will be taken by secret ballot.

Here is how it will look during a meeting:

The chair may ask the executive member who is currently holding the position if they would like to remain (provided they have not served for a maximum time). If they agree to let their name stand again then you ask the membership for someone to nominate that person. The chair will call for further nominations from the floor. This is done (3) three times. If only one person is nominated they are declared elected by acclamation. If more than one person is nominated and they have accepted the nomination a vote is taken. The winner of the election is announced. A vote to destroy ballots is made and then the ballots should be destroyed.

This is done until each position is filled.

The following Installation Ceremony should be used.

INSTALLATION CEREMONY

CHAIRMAN: Do you officers of the _____ Association promise to work diligently to bring into closer relationship the Home and School, so that parents and teachers may cooperate intelligently in the training of the child? Do you promise to make every effort to strengthen public interest in the welfare of children and youth everywhere?

OFFICERS: I do.

CHAIRMAN: Do you truly believe in the policies and objectives of the New Brunswick Federation of Home and School Associations, and do you promise to work to achieve them?

OFFICERS: I do.

CHAIRMAN: Will you undertake to study the handbook, become familiar with the constitution and by-laws and contribute generously of your time and effort?

OFFICERS: I will.

CHAIRMAN: Do you promise to remember that the Home and School movement is more important than anyone in it, and to work harmoniously together to achieve its objectives and justify the faith of those who elected you to serve?

OFFICERS: I do.

CHAIRMAN: Turning to audience: And will you, the members, give to these elected officers your loyal support and cooperation? Will you give them all the help that a good member can give to a good cause? And will you all work together to pursue the aims and objectives of our organization.

MEMBERS: We will.

If desired, the following prayer may then be said:

Our Heavenly Father, grant thy blessing on these thy servants. Be with them in the work they have this day undertaken. Help them to be diligent in thy service, promoting a spirit of understanding and good will towards their fellow men, and a *love of truth and justice in the hearts of the children for whom they labour. Amen*

CHAIRMAN: I now have pleasure of declaring you regularly installed officer of the _____ Association. I extend sincere good wishes for the success of your work during the coming year.
The Chairman hands the gavel to the President, shakes hands with the President, and, if desired, with each officer in turn.

Frequently asked questions.....

What does the provincial Federation do for us?

The N.B.F.H.S.A.I. provides:

- Communication
- Resource materials
- Reports
- Parental Workshops
- Representatives
- An avenue for concerns/suggestions
- Annual General Meeting



The Federation Board is made up of members who are representatives from throughout the province. They each bring suggestions and concerns from the local associations and districts to the provincial table for discussion.

The Federation supplies many materials to the local associations such as: posters, pamphlets, constitutions, and this handbook.

However, our main role includes communicating with the local associations. The Federation provides a mail out several times a year that contains important information from the department of education, the government, the federation, other locals, and news from various other sources.

The Federation also provides an Annual General Meeting that allows all of our members from across the province to get together and share our successes, ideas, educational concerns, etc.

By being connected to the Federation you are part of the organization that is working hard for the education and welfare of children and youth.

The Home and School Federation continues to provide the voice to government so that parents will continue to be a recognized partner in education.

Home and School organization is the heart of parental involvement in Canada.

Is the Principal part of the executive?

- ✓ Although this is not mentioned in our constitution and/or by-laws, the principal or designate is part of the executive. The principal should attend the executive meetings, however, if they do not, all information should be passed on to them. Successful Home and Schools are ones where the principal and Home and School members have a good co-operative working relationship with the communication lines open.

Can the executive spend money without the membership voting on it first?

The Executive should spend within the pre-approved spending limits that the members have established through a vote at a regular meeting. Other expenditures will have to be ratified at the next meeting. The membership has the option not to approve the expenditure at the next meeting. It is best to stay with the approved limits.

Can teachers be members?

Yes! Not only can teachers be members, but also we encourage and invite them to be members, after all we are *Home and School*. They have the same voting privileges as other members.

Can you belong to more than one Home and School?

Yes, members may have children at more than one school and wish to be a part of each Home and School. The member pays the membership fee at one Home and School and then shows their membership card at the second school's Home and School's Association. The membership fee paid to the second Home and School would not require the Provincial Federation fee. A person would be an Associate Member of the second school association.

When should the elections be held in the spring or fall?

The Federation would prefer that each local hold their elections at the annual meeting of the local association. It helps the Federation keep its records accurate for the fall mail out. Some local associations prefer until fall so new parents to the school have an opportunity to join the local association.

The Federation requests that you notify the office as soon as possible with the *Slate of Officers* (new executive). However, here are a few tips to think about:

- ◆ Attend the Federation's AGM and get revitalized (you may even let your name stand for that 2nd or 3rd term).
- ◆ Invite the new parents (i.e. Kindergarten or grade 6) coming to the school to the last meeting of the year.
- ◆ Let them read the handbook to see just what is expected of them.
- ◆ Have members actively seeking potential executive members. Sometimes it is nice to be asked when there is no pressure.



What is the role of the Home and School at the High School level?

Many parents feel that once their children have reached the High School level that it is no longer necessary to be involved. Parents may also feel intimidated and become discouraged. Although the role of the parent as a volunteer may change at this level, it is still very important to the High School student that their parents take an interest in their school's activities.

The Primary roles of the Home and School, at every level, is informing and educating parents as well as offering an opportunity to volunteer in your child's school. Here is a list of suggestions as to how your High School Home and School Associations can fulfill those roles:

- With your principal identify areas where parents can help
- Identify issues that interest parents and plan programs allowing parents to become better informed on these issues.
- Host speakers on topics that interest parents of teenagers i.e.; drug and alcohol abuse, dating and sex, suicide, media awareness, Internet safety
- Get involved in sports programs i.e. hospitality rooms for tournaments
- Encourage and support after school clubs for example math clubs, book clubs, chess clubs and drama
- Develop a partnership with the Student Council
- Work with students on school improvement projects
- Support and encourage student involvement in volunteering such as food drives and environmental projects
- Host speakers for assemblies
- Build community partnerships that support activities for youth
- Meet with school staff and establish a partnership
- Let parents know what is happening in the school by e-mail, talk mail or newsletter
- Think of ways to make parents feel welcome at the school
- Set up an information table at Meet the Teacher Night or for Parent/ Teacher Interviews

The secondary role of the Home and School has always been fundraising. It is up to every association how much fundraising they want to do. Your association may want to decide what projects you wish to support and how you will raise the funds to do so.

With all associations it is important to sit down in September and draw up a plan of action for what you wish to accomplish in the coming school year. Meetings should be scheduled around that plan. Don't forget School Bus Safety Week, Teacher/Staff Appreciation Week in February and attending the NB Home and School Annual General Meeting in April.