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# New Brunswick Federation of Home and School Associations, Inc.

## Home and School Handbook



# Welcome!

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 (NBFHSAI) to help local associations' executive members not feel overwhelmed when elected and assist them with their local Home and School.

You are part of an organization that not only local, but provincial and national as well!

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.

In 1937 the NBFHSAI applied for it's 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!

Canadian Federation of Home and School



New Brunswick Federation of Home and School Associations Inc.



Local Home and School Associations



Parents and Teachers



Home and School

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# Message from our president

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Welcome to our Federation. This handbook has been created as a guide to conducting the business of your local. We have provided a list of the benefits of being a member of the New Brunswick Federation of Home and School Associations Inc. These benefits extend to both your students and your school.

Read through this document and if you have any questions or need clarification please do not hesitate to reach out to the office or a Board member. We look forward to meeting you at our Annual General Meeting in April.

# Home and School Objectives

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- To obtain the best for each child according to their physical needs
- To promote the welfare of children and youth
- To raise the standards of home life
- To promote the care and protection of children and youth
- To foster cooperation between parents and teachers in training and guidance of children and youth, both during and after the school period
- 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
- To confer and cooperate with organizations other than schools which concern themselves with the care and training of children and youth in the home, school and community; and with the education of adults to meet these responsibilities
- To foster high ideals of citizenship and to promote, through educational means, international goodwill and peace

# Memberships

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Memberships are important to the survival of Home and School. Collected on the local level, the membership dues are sent to the Federation each year.

This membership fee helps the Federation continue to be the voice of parents on issues that pertain to the welfare of all children. Each member is another voice.

Membership fees are sent to the NBFHSAI office. In order to be eligible to vote at the AGM, dues must be received by December 31 of the current year.

## What we do:

- We provide a forum for discussion between the home and the school.
- We promote quality education for all students in the public school system.
- We are an independent voice that can lobby the government on issues that you as parents bring forth at meetings.
- We are a strong unified voice having representation locally, and provincially.
- We provide information on many educational issues affecting the quality of education and school for children.
- We are partners with other educational stake-holders such as the New Brunswick Teachers' Association and the New Brunswick Department of Education.
- We are involved in fundraising for our school.
- We are involved in our children's education, the key to their success.

# Annual General Meeting

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Each year the Federation hosts an Annual General Meeting (AGM). Traditionally held in April. Members from all over the province attend.

Business Meetings, small group discussions, workshops and guest speakers are just some of what is in store for you! Please make this action packed event part of your plan for the year!

During the business meeting portion of the AGM new motions are passed as well as elections for the NBFHSAI. 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 to allow local executives and memberships the opportunity to discuss the changes and decide how the home and School representatives should vote.

# Constitution and By-Laws

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We are fortunate that our organization has a constitution and by-laws as our governing document.

The Federation and Local Associations each have a constitution and by-laws designed for their needs.

Each Home and School local should ensure their local constitution and by-laws are up to date, and that a copy is on file at the local level, and at the Federation office.

# Awards

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## Recognition: Celebrating Partners and Volunteers

NBFHSAI is proud to recognize volunteers and educational partners who have contributed to school communities. Local associations are welcome (and encouraged!) to celebrate these individuals, in addition to the following provincial programs.

### **NBFHSAI Volunteer Award**

Award nominees are individuals who inspire others to take part in volunteer activities. They have demonstrated exceptional commitment during their voluntary, unpaid activities within the school community, educational system and/or Home and School. The period of nomination should encompass a minimum of five consecutive years.

If previously nominated for this award, the nominee must have significantly continued with their activities to be reconsidered.

Nominations may be made by any Home and School local or an individual Home and School member. Supporting letters are welcome from school administration as well as from students. Nomination forms are available from the NBFHSAI Office and more information can be found on the website.

Entries must be submitted no later than December 31st in order to be considered for selection.

### **School Bus Driver of the Year**

For those schools with a local Home and School Association in good standing with NBFHSAI, you are invited to submit a nomination for our School Bus Driver of the Year Award. There is only one nomination per local Home and School. Please nominate a driver with an exemplary record whom you feel best ensures the safety of his or her passengers. The nominated driver must be currently working or have retired within the past 2 years. All nominations must include the justification for the nomination i.e. examples of why the nominator feels this driver should be recognized.

The winning driver's name will be selected from the nominations received. The winning nominee will receive an award from the New Brunswick Federation of Home and School Associations Inc.

### **Life Membership**

The NBFHSAI Life Member Award is presented to a person who has given outstanding service to the board of New Brunswick Federation of Home and School Associations Inc.



# The Executive



# Roles of the executive

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An executive consists of key members who oversee and supervise their local Home and School Association.

There are five key positions for a local home and school

President

Past President

Vice President

Secretary

Treasurer

Listed below are some of the key responsibilities for the executive:

**All Executive members:**

- Become familiar with the Home and School Handbook provided by NBFHSAI, and local association Constitution and Bylaws
- Comply with District volunteer policies, which could include a criminal record check and/or eLearning modules (i.e. Policy 701 questionnaire)
- Be familiar with responsibilities of all Executive positions
- Ensure compliance with the specified funds the Executive is authorized to spend (as per local Constitution and Bylaws)
- Provide information and support to new Executive members
- Involve as many members as possible in the planning of programs and events

# President

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- Chair and conduct meetings
- Become familiar with home and school
- Understand the history of your local
- Know the responsibilities for all positions
- Hold executive planning meetings
- Ensure financial records are maintained, and that there are three signing officers for the association
- Ensure that information is sent to the NBFHSAI office, including
  - List of Officers
  - Membership Dues
  - AGM Registration
- Distribute information and mail outs received from the NBFHSAI
- Suggest that there is a dedicated Home and School mailbox for all Home and School business
- Attend the AGM
- Start succession planning for the future

# Vice President

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- Be familiar with the responsibilities of the president
- Be prepared to step in for the president when needed
- Be planning on learning the president roll for a seamless transition at succession time

# Past President

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The role of past president is a wealth of information to a new president, and a great asset. This is not an elected position and is filled by the outgoing president of the Home and School. The past president should help the new president in any way possible.

# Secretary

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- Record minutes and correspondence
- Keep a record of minutes for all executive and regular meetings
- Send a copy of minutes to president as soon as completed
- Sent out notices of executive, regular or special meetings.

# Treasurer

- Ensure the financial records are kept up and that there are at least three (3) signing officers for the association
- Present account statements at each meeting, ensuring relevant documents are available for review
- Receive monies, depositing them in accordance with local By-Laws or as authorized by the association
- Maintain records of all revenues and expenditures (including receipts)
- Account for all membership dues received locally and submitted to NBFHSAI in accordance with Constitution and Bylaws
- Provide all documents and records to new Treasurer when leaving the position
- Due to the unique nature of this role, for the protection of the local association and for the individual holding the position of Treasurer, the following is recommended:
  - Submit references when offering for Treasurer, to demonstrate previous experience with financial transactions and safeguarding funds
  - Review financial statements with other members of the Executive on a regular basis

# Elections

**Now that the Federation has shared tips on the responsibilities of the executive, you will want to run elections to fill these positions.**

**Under Article VI - Elections, Voting and Term of Office in the local Constitution it states:**

- 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
- 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.

# 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.

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# Meetings





# Running an effective meeting

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

- Set a purpose for all meeting with an agenda, and prepare in advance
- Develop an annual plan and present it at the first meeting for approval
- Keep the meeting on schedule and on topic to respect the time of your attendees.
- Setting a start time as well as a finish time will let your attendees know how long to expect to be at the meeting
- Have the room set up before everyone arrives so the meeting can start on time.
- It is easier to conduct a meeting if the President or Chair for the meeting, and the Secretary sit next to each other.
- The chair should repeat names to the Secretary of movers, seconders and speakers on the motions.
- Respect the time limits of meetings.
- Meetings can still be informal and still follow proper procedures. The business at hand can be completed in an atmosphere of friendliness.
- Ensure the room is set up so that everyone can see and hear all members of the executive.

# Staying on track at a meeting

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Even a well planned meeting can sometimes get off track by the simplest things. The person chairing the meeting has the responsibility to bring the meeting back on track. Here's a few hints to help you:

- Have a scheduled amount of time for each agenda item. Too much time on the items at the beginning of the agenda, may rush the items at the end.
- Have a spot at the front of the room for speakers who are presenting, this will ensure everyone can hear and see the presenter.
- Do not allow discussions that should be done at a committee level to get started.
- Provide the meeting with a "**parking lot**". If new discussions arrive, that are important and should be discussed, add them to the parking lot for a future meeting, or if there is time at the end.
- If discussions becomes inappropriate for a Home and School meeting (gossip, talking about a teacher etc) this must be stopped immediately.

# Sample Agenda

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## **Agenda**

**Local Home and School Name**

**Date | Time | Location**

1. Welcome/Opening Remarks
2. Additions to the Agenda/Approval of Agenda
3. Approval of Minutes of meeting DATE XX
4. Business Arising from Minutes
5. Correspondence
6. Treasurer's Report
  - a. Financial Statement 20XX/20XX
  - b. Proposed Budget 20XX-20XX
7. Liaison Report
  - a. Principal
  - b. Other committee chairs
8. New Business
  - a. Item 1
  - b. Item 2
  - c. Item 3
9. Other
10. Date and Time of next meeting
11. Adjournment

# Order of Business

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## 1. Welcome/Call to order

- Start on time
- Have a few short remarks of welcome to make everyone relaxed
- Introductions of the executive, especially if it is the first meeting of the year.

## 2. Additions to the Agenda/Approval of Agenda

- The agenda can be circulated before or at the meeting, or can simply be written on a board for all to see.
- The chair is to ask if there are any additions to the agenda.
- The agenda must be approved by the membership by either consensus or a motion.

## 3. Approval of Minutes of last meeting DATE XXXX

- The minutes can be circulated at the meeting and/or read to the membership by the Secretary
- The chair is to ask 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, circulated, or as amended.
- Minutes should be circulated to the executive prior to the meeting, as a reminder of outstanding tasks to be added to the agenda.

## 4. Business Arising from the minutes

- The secretary prepares a list of unfinished business from the previous meetings. Any unfinished business that is still not complete can be added to the next meeting's agenda.

# Order of Business Continued

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## 5. Correspondence

- The correspondence should be reviewed at the executive meeting before the general meeting.
- Any call for action in the correspondence can be saved for new business
- This is a good opportunity to read thank you cards, see invitations etc. that have been sent to your local.

## 6. Treasurer's Report

- The treasurer presents all paid bills for ratification by the members at the meeting
- Moved by the Treasurer to be received as read or circulated.
- The chair will receive the report as read or circulated.
- The report can only be approved if it is the audited statement at the end of the fiscal year.
- All 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 that amount between meetings without needing approval. These expenditures must be ratified at the next meeting.

## 7. Liaison Reports

- Allows for committee chairs to give reports, as well as the school principal
- A written copy is best for record keeping

## 8. New Business

- New topics set for this meeting

## 9. Other

- Other business that has been added to the agenda

## 10. Date of next meeting

- Determine the date for the next meeting at this time.
- Follow up with a reminder two weeks before, and again a few days before the meeting

## 11. Adjournment

- A motion is needed. A seconder is not needed to adjourn.

Note:

The chair may not make a motion

Motion can only come from voting delegates or members of the association

The name of the mover/seconder and the outcome must be recorded.

Discussions on a motion should not be included, but recommendations should be.

# How to make a motion

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## **1. Put a motion to the floor:**

a. “I move that \*the action you want to take\*”. For example: “I move that XXX Home and School pay expenses for two delegates to attend the NBFHSAI AGM.”

## **2. The motion must be seconded:**

a. Before it can be discussed, the motion must have a seconder. Without a seconder, the motion is dropped.

## **3. Discussion Follows:**

a. Every member is permitted to speak on the motion

## **4. Vote on motion:**

a. The chair will then take the vote by announcing: “All in favor of the motion to (restate the motion) raise their right hand over their head. After that count is taken, the chair will ask “all those opposed” followed by “all abstaining.” Hands should remain raised until the secretary can count the votes in each category.

## **SAMPLE MINUTES**

### **OF A LOCAL HOME & SCHOOL ASSOCIATION**

**“School Name”**

**Minutes: DATE**

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

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 **MEETING DATE**

**MOTION: Gallant/MacLean CARRIED**

4. Business Arising: The letter to recruit volunteers is to be sent out to parents in **DATE**.

5. Correspondence

6. Treasurer's Report:

a) **See attached XXXX/XXXX Financial Statement submitted by K. Jones. Balance on hand as of DATE is \$736.00.**

**MOTION: Moar/Wong to receive the report CARRIED**

b) See attached XXXX/XXXX Proposed Budget submitted by K. Jones.

**Motion: Fraser/Smith to accept the proposed budget. CARRIED**

7. Liaison Reports:

a) **Principal**

**The school would like parental response for an information program on alcohol and drug abuse next fall. New sport uniforms arrived.**

b) **Committee Reports:**

**I.Membership: Membership has started with 35 members during the first week.**

**II.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.**

**II.Parent Programs: There will be a workshop on “Math” next Tuesday evening.**

8. 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 DATE, 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.

9. 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.

10. Date and Time of Next Meeting: **DATE AND TIME**

11. Adjournment:

**MOTION: Smith motioned to adjourn at TIME. CARRIED**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



Sample Budget				
Local Home and School Name				
Financial Statement for the year ending XXXX.				
Balance on hand Date, XXXX				\$450.00
Revenue:		2005-2006		
Memberships (150x5)		\$ 750.00		
Christmas Fundraiser		\$ 1,200.00		
Mothers Day Basket		\$ 1,000.00		
Interest		\$ 8.00		
Playground Fundraiser		\$ 800.00		
Total:		\$ 3,758.00		\$ 3,758.00
				\$ 4,208.00
Expenses:				
NBFHSAI Membership Fees (150x5)		\$ 750.00		
Bank Fees		\$ 4.00		
AGM		\$ 200.00		
Teacher Staff Appreciation Week		\$ 400.00		
Grade 6 Trip		\$ 699.00		
Treats at Christmas		\$ 219.00		
Library Books		\$ 400.00		
Spring Fair		\$ 200.00		
Swing Set		\$ 900.00		
Total:		\$ 3,472.00		\$ 3,472.00
		\$ 3,472.00		
Balance				\$ 736.00

Sample  
Budget

Local Home and  
School Name

Proposed Budget for  
the year XXXX-XXXX

Balance on Hand Year start DATE, XXXX

\$ 736.00

2005-2006

2006-2007

actual

projected

Revenue

Membership Fees  
(150x5)

\$ 750.00

\$ 750.00

Christmas  
Fundraiser

\$ 1,200.00

\$ 1,000.00

Mother's Day  
Breakfast

\$ 1,000.00

\$ 1,000.00

Interest

\$ 8.00

\$ 10.00

Playground  
Fundraiser

\$ 800.00

\$ 2,000.00

\$ 3,758.00

\$ 4,760.00

Expenses

NBFHSAI  
Membership Fees  
(150x\$5)

\$ 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

\$ 1,200.00

Swing Set

\$ 900.00

\$ 1,000.00

\$ 3,472.00

\$ 4,760.00

Projected Balance on  
hand Year end DATE, XXXX

\$ 736.00

# Communication: How to Keep in Touch

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Communication is a key component to a successful Home and School Association, and involves a number of partners.

**Members:** Sharing information with members and including them in planning increases engagement and support. Sustainable organizations need connections with members, who will become the future association leaders.

**Non-Members:** Sharing information about events and initiatives with the entire parent body is important. Non-members provide crucial support to Home and School Associations by volunteering, providing financial support, supplying donations, and attending events.

**School Administrators:** Open communication between the Home and School Association and school administrators can significantly contribute to the success of the organization. Take some time at the beginning of the school year to connect with school administrators and have a conversation about ideas, goals, and communication styles. Plan to touch base at a later date to evaluate and see how things are going. Because school administrators often attend meetings, it is helpful to schedule them in advance, and to share meeting agendas prior to the meeting when possible. School administrators know the value of Home and School Associations and want things to go well; ask for their feedback and recommendations.

**Teachers and Staff:** Home and School Associations contribute a great deal to schools, but a factor of this is that sometimes, it requires additional efforts on the part of teachers and staff. Colouring School Bus Safety Week posters in the classroom, accepting donations at the office, and distributing notices adds to the workload of teachers and staff (and we appreciate the incredible support!), so please remember to ask in advance. Many times, teachers and staff have great feedback that will help improve processes or plans so invite them to share recommendations they may have.

**Students:** Engaging the student body is a great way to promote events and programs. If the students are excited, parents and family members are often engaged and supportive as well. Students often have great ideas, so work with school administrators to look at ways of engaging with students. Role modeling volunteerism to students is important; if students know what is happening and why, it just might inspire their personal citizenship as well!

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# Communication: con'd

Because the culture of each school environment is unique, it is important to work collaboratively with staff to determine the best way to communicate – emails, newsletters, phone calls, or combinations thereof.

Some local associations use:

## **Specific email accounts:**

Rather than sending volunteer responses to one email for this event and another email for that event, some Home and School Associations have developed email accounts for their local (i.e. `nameofassociation@emailprovider.ca`). This email account is the primary contact method for parents, volunteers, and other partners and eliminates the question of where communications should be sent. It is recommended that Executive members determine a plan for checking the account, responding to emails, and appropriate responses. It can then be handed off when new executives are formed for continuity with the locals.

## **Social Media:**

Some local associations have developed social media accounts (primarily Facebook pages), which can be an effective way to both share information and increase awareness. Similar guidelines should be identified and implemented, as noted above. It is also recommended that discussions occur in advance regarding what is considered appropriate on the site (i.e. types of postings/discussions, commercial postings, etc.). It is extremely important to ensure that permission is obtained for any photos to be posted to the site.

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# FAQS



# Difference between H&S and PSSC

A Parent Committee is a school community group having an advisory relationship with the school principal. Each PSSC is a 6–12-member committee with the majority of the members being the parents who are elected. One teacher is also elected, as well as a Home and School rep, a student and any community members.

Home and School involves all parents, family members staff and members of the community. Home and School is the independent and recognized voice at the Department of Education and Early Childhood Development. Home and School helps promote parental involvement, gives parents and families an understanding of the school and it's works, and interprets the school in all its aspects to the public while working with the PCSS. Home and School is a national organization that is over 100 years old.

## 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.

## **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

However, our main role includes communicating with the local associations.

- The Federation 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.

## **What is the difference between a member and an Associate Member?**

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 to wait 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).

## **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 intimacy, 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.





