



# QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

4795 ST. CATHERINE STREET W., MONTREAL, QUE. H3Z 1S8 TELEPHONE: 933-3664

## 1978 LEADERSHIP CONFERENCE

**WHEN:** Saturday, October 28th, 1978, from 9:00 a.m. to 4:00 p.m.

**WHERE:** Westmount High School, 4350 St. Catherine Street West, Montreal

**THEME:** "IT'S UP TO US"

1979 has been designated the International Year of the Child by the United Nations. Countless children around the world still suffer from the lack of life's basic necessities, even in our own country and communities. Children who suffer no material want may still lack proper educational or social services. These children cannot help themselves. It is up to us as concerned parents and responsible citizens to see that ALL children have every opportunity to develop their full potential. If we don't help who will?

### TIMETABLE

9:00 a.m. Registration

9:30 a.m. Opening Plenary Session - Welcome by the President, Alex Morris, and introduction of workshop leaders, who will give a brief description of their workshops.

10:00 a.m. CONCURRENT WORKSHOPS

- 1) LEADERSHIP DEVELOPMENT - led by John Salvis, Director of Community Services, YMCA Northwestern Branch.  
An informal workshop designed to allow participants to explore their skills and abilities at working more effectively with others. Topics include problem solving, organizing and working in groups.
- 2) MEMBERSHIP - led by Fay Richardson, QFHSAs Membership Chairman.  
Tips on how to increase your local membership.
- 3) WORKSHOP FOR NEW PRESIDENTS - led by Alex Morris, QFHSAs President.  
What every new president should know about running meetings and working with the school.
- 4) PROGRAMMES FOR LOCALS - led by Aldis Lee, QFHSAs Social Affairs Chm.  
How to develop programmes for your members and students of a service or educational nature (not fund raising activities).
- 5) PUBLICITY - led by Gordon Perry and Sandra Keightley, Co-Chairmen of QFHSAs Publicity Committee.  
How your association can get its message across to your members and to the media.

12:15 p.m. Lunch

1:15 p.m. CONCURRENT WORKSHOPS

- 6) LEADERSHIP DEVELOPMENT - a continuation of the morning session if the participants so desire.
- 7) COMMUNICATIONS - led by Alex Morris, QFHSA President  
In two parts - the first dealing with effective one-to-one communication and the second with group communication -- individual to group and group-to-group.
- 8) FUND RAISING FOR LOCALS - led by Carol Bulow, President of Logan Home and School.  
Description of tested techniques for raising funds and discussion of how other locals have raised money.
- 9) VOLUNTEERS IN THE SCHOOL - led by Irene Donaldson, President of Lachine High Home & School and QFHSA Recording Secretary.  
How to involve parents in the school and in H&S projects -- recruitment, training and motivation.
- 10) UP-DATE ON COMMITTEES - led by Calvin Potter, QFHSA Executive Vice-President and Chairman of Bill 101 Action Committee.  
Chairmen of QFHSA Committees will bring local members up to date on the current status of their committees, including a full report of the Bill 101 Committee.

3:15 p.m. Closing Plenary Session  
Moderated by Alex Morris  
Workshop leaders or recorders will give a short wrap-up of their workshops for the benefit of those who did not attend.

4:00 p.m. Adjournment

This conference is designed primarily for new members of local associations to give them some general training in the skills of communication and leadership and some specific hints on running meetings, organizing programmes, raising funds, recruiting volunteers and getting publicity. It is open, however, to anyone else -- principal, staff, students and school committee members.

N.B. This is an advance copy of what will appear in the September issue of the NEWS. Please bring this to the attention of anyone who does not receive the NEWS but might be interested in attending.

MEMBERSHIP SLOGAN CONTEST

A prize will be given, at the Leadership Conference, to the school having the best slogan for membership. A panel will judge the slogans and select the winning one.

1978 LEADERSHIP CONFERENCE

REGISTRATION FORM

Please return this form NOW and enclose a cheque or money order payable to Quebec Federation of Home & School Associations, 4795 St. Catherine Street West, Montreal, Quebec. H3Z 1S8

All information is required to facilitate efficient registration at the conference. (Please print or type.)

ASSOCIATION: \_\_\_\_\_

NAMES OF DELEGATES ATTENDING

H & S POSITION HELD

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list additional names on back of form.

COST OF REGISTRATION: \$4.00 per delegate (lunch included)

NUMBER OF DELEGATES: \_\_\_\_\_ TOTAL AMOUNT ENCLOSED: \$ \_\_\_\_\_

Workshops will last two hours (except for Leadership Development which will be extended in the afternoon if participants desire it), and will NOT be repeated. To ensure adequate coverage of all workshops, we suggest that you try to get more delegates to attend this year.

NO. OF DELEGATES ATTENDING EACH WORKSHOP

#1 Leadership Development	_____	#6 Leadership Development	_____
#2 Membership	_____	(continued if necessary)	_____
#3 Workshop for New Presidents	_____	#7 Communications	_____
#4 Programmes for Locals	_____	#8 Fund Raising for Locals	_____
#5 Publicity	_____	#9 Volunteers in the School	_____
		#10 Up-Date on Committees	_____

N.B. In the event of a postal strike, please telephone your reservations to office.



