

**QFHSA 68th ANNUAL GENERAL MEETING AND AWARDS BANQUET**  
A gathering of the Home and School Associations of Quebec  
APRIL 21 2012

**AGM TIPS**

- 1) Keep all information in your **AGM File**. Include photocopies of all forms and responses that you return to us. This way you always know where everything is, what has been answered and what has not. If for some reason, you have to hand this responsibility over to someone else, this will all be very easy and clear to that person.
- 2) **Look ahead**, to your local meetings and be sure that the AGM is on your **Agenda** for every month leading up to the AGM and for the month after in order that your Delegates can report back to your membership all that happened at the AGM and Conference.
- 3) **Be sure** that all your family memberships are registered with the QFHSA Office and paid for prior to Feb. 1, 2012. According to QFHSA By-Laws, each member Home and School Association shall send **VOTING delegates** to the Annual General Meeting (AGM).

**Each Association is entitled to three (3) voting delegates for its first 75 members (or less), plus one (1) additional delegate for each additional 75 members registered with the office, as of Feb. 1st, 2012**

- 4) **A Voting Credentials Form** will come to you in February. At that time **pass a motion** to empower your delegates with the discretion to vote on unforeseen matters that come up at the AGM. *(Sometimes Emergency Resolutions are introduced due to late breaking educational developments.)*

Start now to think about who would best represent your Association. Remember, as an accredited member of the QFHSA you have the right and the obligation to have representation at the Annual General Meeting. If you do not, others will be making the decisions on various issues affecting your own school's membership. **Make Your Voice Heard**

- 5) **Budget now** for the numbers of people you will be sending on behalf of your member Association to the AGM. It is \$22 to attend the actual AGM Business Meeting, and \$47 to attend the Banquet. If you are attending both, the cost is \$65. Late Registration fees (after April 10<sup>th</sup>) will be \$25, \$65 and \$85 respectively.
- 6) **We are here to serve your needs.** There will be QFHSA business issues: Nominations, Constitutional changes, Resolutions, Policy, Budget, and Membership fees, that you and your Association will be asked to address over the next few months.

If you have any questions, please do not hesitate to contact us.

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