

POINTERS TO OFFICERS GIVEN BY MARY WRIGHT

Mary Wright says she has been visiting a lot of Women's Institutes lately and has found that many of the officers are doing a stunning piece of work. She likes the fine orderliness that the observance of the simple principles of Parliamentary Procedure brings to a meeting. As Mary never can resist speaking her mind she picked out a few of these good characteristics and gave the following advice.

To Madame President:

"You preside at all local Women's Institute meetings. To preside easily and efficiently you should plan the business of the day. Make written notes before the meeting. The secretary should help you by referring to the minutes of the previous meeting for "unfinished business." She can help you list the new topics for discussion under "new business." In your notes, jot down the names of conveners of standing committees and chairman of special committees so that you can call on them for reports. You should maintain order. It is easier to do this if you stand when talking and speak distinctly. Remember that one of the best ways to get the attention of the group when you start a meeting is to stand, rap on the table, then keep perfectly still for a minute until everyone is quiet.

In directing the appointment of special committees you should take time to consider carefully the kind of work the different members of your group are able to do best, as well as ways of spreading the work around and developing the ability of the untried members.

You introduce speakers. Four things are necessary in a good introduction; the name of the speaker, where she is from, her title and her subject. A short description of her experience should increase the confidence of the audience.

You start meetings punctually at the time advertised.

You represent your Institute in arranging for co-operation with other local organizations.

You and the other officers are the executive committee of your branch Institute. You expect every officer to accept the responsibility of the office which she has agreed to fill.

Above all, you are the key person who can make each local Institute meeting pleasant and enjoyable. The successful president is a friendly, cheerful and tactful person. You see that every member and visitor is welcomed by a friendly greeting.

If you are a new president, remember that "practice makes perfect." Do not be discouraged if your first meeting goes less smoothly than those led by your previous president. By following a definite order and making plans ahead, your confidence will grow until you surprise yourself. Every president has a special contribution to make. No two presidents will work exactly alike.

To the Vice-President:

You take the place of the president in her absence.

You may take charge of arranging for meeting places.

You assist the president in welcoming new members and you may assist by heading the membership committee.

In some Institutes the vice-president is responsible for publicity. News should be sent to the local paper before and after each meeting.

To the Secretary-Treasurer:

You keep a list in the secretary's book of the names of members, officers and leaders. You notify the District Secretary and the Department promptly of any change of officers.

You keep a record of attendance of each meeting. You take minutes of each meeting. They should be an unbiased account of the business transacted. You write all motions as stated; in case of question, your notes are the final authority.

You keep a record of income and expenditure and report the condition of the treasury upon the request of the president. You pay all bills.

FEDERATED BOARD WILL MEET APRIL 23-24

The Board of Federated Women's Institutes of the Province will hold their annual spring meeting in Toronto on Tuesday and Wednesday of Easter week.

Representatives will come from as far northwest as Rainy River, as far south as Kent County and east to Ottawa.

If present plans carry through, twenty-two board members will convene to crystallize common problems and make solutions of benefit to the Institutes throughout the province. This meeting called primarily for administrative purposes is also helpful in giving the representatives an overview of the objectives and accomplishments of Institute work which they can take to the District Annual meetings to be held in the late spring.

DEPARTMENT PROGRAMME TO REACH INSTITUTES IN APRIL

Sometime in April, the Institutes Branch, Department of Agriculture, will send to each branch and district secretary an announcement of the help available for the year 1935-36. New procedures will be introduced which have not been used previously in Ontario, but which have been experimented with and proven outstandingly successful in other parts of the Dominion. An effort will be made to increase the educational contacts of the department.

This programme plan should be thoroughly discussed at the Branch Institute meeting held before the District Annual. The branch delegate should go to the District Annual knowing the extent of interest her branch has in enriching their programme and also an idea of what they wish to emphasize in homemaking education.

(Continued from Col. 1)

You place all correspondence and literature received before the executive, and, if they so advise, to the membership. Correspondence from the Department should always be considered important.

You conduct the correspondence and send reports to the District Secretary and Department as required.

You carry on the publicity or assist the press agent or vice-president according to your local custom.

You keep reports of committees and histories of activities.

You may work with the District Director in keeping the scrap book of Institute publicity and pictures of activities.

You should sit at the right of the President and be ready to help her at all times.

You call the meeting to order, in absence of both president and vice-president, and either preside or conduct the election of a temporary chairman.

To the District Director:

You are the member representing your Institute branch on the District Directorate.

You are one of the delegates representing your Institute branch to the District Annual. (Each branch appoints three representatives for a membership up to 25, with an additional representative for each additional 25 members. The District Director and newly-elected president, by virtue of their office, will be two of the representatives to the District Annual.)

You attend the meetings of the District Directors and assist with the district programme.

You keep your branch in touch with the work of the district. You may also keep in touch with the work of your convention area and Federated Women's Institutes of Ontario.

You may work with the secretary in keeping a scrap book of news notes and pictures of Institute activities.

Mary Wright never says "finis." She will continue in the next issue.

News Flashes From the Branches

St. Anns, Lincoln Co.—Had an exhibit of table bouquets suitable for dining room, and gave awards to the boy and girl taking the highest number of points at the local School Fair.

Wellandport Juniors, Lincoln Co.—Provided Christmas Cheer for fifty children. They have started knitting classes and also a dramatic and debating club.

South Augusta, Grenville Co.—Sponsored a diphtheria toxoid clinic for 250 children.

Heckston, Grenville Co.—Secured a travelling library for the winter months. Help finance First-Aid Kits in each of their five schools.

Powles Corners, Victoria Co.—Have special programme for the girls, one for the grandmothers, and a social "family night" in which the men join. Worked with the medical health officer to organize and carry through a toxoid clinic for pre-school and school children.

Norland, Victoria Co.—A young branch studied the laws of Canada and Current Events through those who have a radio, and have had lectures by three doctors and lantern slides on health.

McDonald's Corners, Lanark Co.—Held an Institute Progressive Quilting Bee; five quilts were set up.

Komoka, Middlesex Co.—Demonstrations included the preparation of an invalid's tray by a registered nurse. They had an exhibit of "antiques" supplementing an address on "Pottery, Ancient and Modern". Had a debate, "Resolved that the woman exerts a greater influence as homemaker than as lawmaker", in which the supporters of the law were the winners.

Belmont, Peterboro Co.—Cleaned up an old cemetery, with the assistance of the men of the community, and erected a new fence and gate. This branch helps to finance musical instruction in the school. Holds an annual Children's Day and also Grandmothers' Day. Current events are given at each meeting.

Clarkson, Lorne Park, Peel Co.—Had the public school inspector speak on "examinations" and cleared up some misunderstandings regarding written examinations. Assistance was given to the toxoid clinic in the school and also to the Port Credit clinic.

Mono Road, Peel Co.—Had a helpful address by a member of the Provincial Department of Health. They care for a cemetery and assist in financing the local library.

Derry West, Peel Co.—The agricultural programme included a demonstration of "steam plucking of fowl". The branch financed much needed repairs to the interior and exterior of the school. A "Red Letter Day" record book has been started in which Institute and Community interests will be recorded.

Prescott, Grenville Co.—Branch cooperates with two other branches to keep two motherless boys in a Home. This branch provides their clothing. Maintains an up-to-date rest room, with matron in charge. For winter months seventy half-pint bottles of milk are daily provided for undernourished school children.

Woodville, Victoria Co.—Collects coupons to aid the W.C.T.U. support to Travellers' Aid. Assistance is given the local library, and the branch plans to erect a fence around the village dump.

Rockwood, Wellington Co.—Each January meeting is convened by the teachers of the Continuation School, the pupils putting on the programme.

Eramosa, Wellington Co.—Co-operated with local M.O.H. and had 66 children and some adults inoculated for diphtheria and vaccinated for small pox. Donations were made to three school sections for equipment, and also to Crippled Children Fund.

Utoka, Wellington Co.—Has a slogan each month. A box containing the name of each member is provided. At each meeting a name is "drawn" and the person whose name is drawn gives a short talk on the "slogan."

Kincardine, Bruce Co.—Is compiling a cook book of tested recipes which will be published in co-operation with the local newspaper editor.

Ripley, Bruce Co.—Among the activities was a play presented six times. Doctor gave address on First Aid with demonstrations, showing "How to remove a cinder from the eye, and removing a ring from a swollen finger". Another doctor spoke on "Contagious diseases". Donations were made to local hospital, public library and Fall Fairs.

Teeswater, Bruce Co.—Successfully canvassed the town in aid of the local band and gave them other assistance. Town Hall improvements are under way and contributions were made to the Community Christmas Tree.

Walkerton, Bruce Co.—Held a special meeting at which Dr. W. J. S. McCullough, Chief Inspector of Health for Ontario, gave an illustrated address on the subject of "Cancer" and precautions against this disease.

Cold Springs Jr., Northumberland Co.—Co-operated with Township Council in beautifying Memorial plot, by purchasing shrubs and flowers, and are sewing for an outpost hospital.

Fenella, Northumberland Co.—Bought a piano for their community Hall and helped with repairs and needed improvements.

Grafton, Northumberland Co.—Is responsible for the upkeep of street lights. Prizes are given to School Fair, and a Cup donated each year for their oratorical contest.

Rockport, Brockville District.—Is providing equipment for a fire truck which is a valuable asset to the community. They have also collected some two hundred books and started a public library in the village.

Lansdowne, Brockville District.—Gave clothing donations to the Children's Shelter, sponsors musical instruction in the schools and helps to finance musical instruments. They co-operate with the Humane Society and find homes for stray cats and dogs.

Port Stanley, Elgin Co.—Encourage clean sports by co-operating with the Baseball Club. Have pledged support in the erection of a War Memorial and is considering the possibilities of a "Hobby Fair".

Sparta Sorosis, Elgin Co.—This year they financed the teaching of music in their three schools. This has been acknowledged by the schools concerned through letters of appreciation.

Langton, Norfolk Co.—Has installed first-aid kits in eleven schools, purchased seventy-five chairs for Township Hall and held a "family night" party.

Zurich, Huron Co.—Are having more demonstrations given by the branch members, and have had a contest for attendance, new members, punctuality and answer to roll call, which increased membership, promoted punctuality and active part by each member. Points were given.

Victoria Square Juniors, York Co.—After attending the Convention realized something of the vital and widespread uplifting value of Institute work. Learned something of improvements in home conditions and the importance of better farm living. The advance made in social, mental and physical well-being and relationships between new foreign neighbours and native Canadians.

Dornoch, Grey Co.—An ex-teacher, spoke on "How the Parents Can Help the Teacher". Paper on "Life of Cartier" and a discussion on "Bulb Culture" were the programme items for one meeting.

Neustadt Juniors, Grey Co.—A year old, had a lesson on "Menus" and how to judge their food value suitability to family needs and their seasonableness.

Thornciffe, Kent Co.—Placed copies of the Health Almanac and Baby books in nearly every home in the community; also food bulletins and other department literature to members requesting copies.