

tion at the District Annual and Area Convention.

Resolutions are to be forwarded to the District Convener not later than March 1st. The Branch Convener shall prepare and present a Convener's Report even if there are no resolutions at the Branch Annual Meeting. She shall forward a copy of this report to the District Convener of Resolutions immediately after the Branch Annual Meeting.

To the District Convener:

When reporting, please state number of Branches in the District and the Number reporting. Strive for 100% reporting from the Branches as it is only in this way that we can have a true picture of the work being done.

Once a Resolution passes the District Annual Meeting, it becomes a District matter. For information regarding duties and responsibility see the section on resolutions in the Handbook.

To the Area Convener:

The duties and responsibilities for the Area Convener are set out in the section on resolutions in the Handbook. Please study them carefully. In order to have 100% reporting we need to hear from each District; should a report be missing in your District it is hoped that you will contact the person responsible. Please state number of Districts and the number of Branches in your Area and the number of each reporting.

As we celebrate the 75th Anniversary of the founding of the Women's Institute, we can look back with pride to resolutions presented which have contributed to the betterment of Home and Country. Good resolutions continue to be presented. These, with reports on their results, are reported in issues of "Home and Country." Here you will find program material of interest to the members.

Each year changes take place in the laws of our country. These changes are often brought about by the presentation of a resolution. Let us study the present laws so that we will be well-informed citizens. You, as Convener of Resolutions, have an opportunity to bring this information to your members.

Mrs. Everett Small,
Retiring Convener of Resolutions, F.W.I.O.

★ ★ ★

After all there is one race—humanity.

George Moore.

★ ★ ★

OUTLINE PUBLIC RELATIONS

NOTE: YOUR NEW PUBLIC RELATIONS OFFICER FOR F.W.I.O. IS: Mrs. Harvey Houston, R.R. 3, Holyrood.

Branch, District and Area Pro's

Study your respective duties and good form as outlined in our new Handbook pages 80-81.

Each of you has a responsibility to make a **Public Relations Donations Report** giving a complete picture of your activities and how you raise funds. To fill out your reports successfully, you must work closely with your Secretary and President but during the year, keep notes yourself on those things which will add interest to your report.

Please **USE** the Donations Forms provided for you. If you have not received them, check with your Secretary to see if they came and, if not, write immediately to the F.W.I.O. Office, Toronto. Read instructions carefully. Makes three copies. Send white copy to PRO at next level, give Secretary the yellow copy and keep blue copy for your files.

Remember your Public Relations Report is not a financial statement, does not balance with that of your Secretary-Treasurer, and does not contain such expenses as honorariums, life memberships, cost of printing programmes, necessary supplies for regular meetings, postage, fees, etc. It tells section by section those amounts contributed towards the six different divisions on the form.

Always make a rough draft and, after reviewing it to make sure all statistical information is complete, transfer it to your final report. Be sure to sign both donations and written reports. Communicate with the PRO for whom you are responsible and give guidance. If you receive a report, for example which does not give the total number of Branches or the number of Branches reporting, it is your job to get in touch and present a complete picture.

Know the news media in your community and their policies. Provide them with advance information when possible, and after the event send timely newsworthy items, interviews, and pictures. Express appreciation to them for their consideration.

Be enthusiastic and use your imagination and use visual aids. Encourage use of our supplies, publications, and programme aids from the Loan Library, local libraries, and know other sources of resource material.

Branch Public Relations Officers: Send completed white Donations Report and your accompanying written Report to your District **Public Relations Officer Immediately after your Branch Annual Meeting.**