

Branch

Carefully read Pages 12 and 67 of the Handbook for your duties. You might also write to your District Convener and ask for suggestions for your Branch program; give her some idea of your Branch's interests and an outline of your program soon after the District Annual.

District

Carefully read Page 31 of the Handbook for your duties. Within a month of the District Annual Meeting the District Convener should contact the Branch Conveners. While a meeting to plan a District-wide program would be ideal, in some areas it would not be possible. A letter offering assistance, giving suggestions or a District-wide plan to study certain topics would serve the purpose. A friendly letter in early March reminding the Branch Convener that a report is expected and offering assistance in compiling it might be helpful. Promptly on receiving the report from the Branch, the District Convener should send a "thank you" note. At the same time she might offer some constructive criticism as well as praise that would help the Branch convener to make a better report the following year.

Area

Read Pages 40 and 41 in the Handbook for your duties.

To Conveners At All Levels—

1. I would hope that letters between Conveners would be somewhat personal. Let us get down to the basic values of the Women's Institute.
2. Every Convener at Branch, District and Area level should have a looseleaf book of some type. In it, each year is put the Provincial Convener's Report and Outline and the Convener's own report. This book should be handed down to the new Convener. This is one way to preserve the history of our work.

3. Don't Make Your Report Too Brief

The conveners of each Branch should meet with the Branch Secretary and review the year's work. They should decide in which report each topic should be placed. Make three copies of the report (a) for your own record book (b) for the Secretary's file (c) for the Convener at the next level. **DO YOU KNOW WHO THAT IS?**

Ed. Note: The names of Area Conveners of Standing Committees appear always in the Summer issue of Home and Country.

4. A few suggestions to make your report more interesting:

- (a) Any papers, demonstrations and projects — with a brief report of same.
- (b) Original roll calls and mottos — some of the outstanding answers also.
- (c) An evaluation of your year's program with advantages and disadvantages.
- (d) Suggestions for the coming year — including how to narrow the communication gap.

Much assistance can be obtained from the Loan Library, local libraries, various government departments both Provincial and Federal, banks, trust companies, lawyers and doctors are but a few of the sources of information. Let us endeavour to make this the best year for Conveners' Reports.

NOTES OF NOTE

Mrs. Wm. G. Miller showed the Board Directors a "corn dolly" presented to FWIO by a group of ladies from Warwickshire who were on an extended tour in Ontario. It is made with the last ear of corn which is picked and the last heads of wheat which are garnered and represents a symbol of health, wealth and plenty for the coming year.

The Tweedsmuir History Committee should be composed of interested people from the community. The Curator is the only one who must be a Women's Institute member.

Reports are made to be read and used by Institute members not committed to the silent file — the waste basket.

Mrs. Austin S. Zoeller is one of two Consumer members of the Ontario Food Council appointed by the Ontario Minister of Agriculture and Food, the Hon. Wm. A. Stewart, on an Order-in-Council from Ontario Prime Minister William Davis.

Mrs. Noblitt has requested the Board Directors to send their subdivision meeting reports to her home address. The District Annual Forms are to be returned to Mrs. Noblitt's home address by February 28th. Ed's Note: See page 2 Home and Country.

The Semi Annual Board Meeting of the Federated Women's Institutes of Ontario will be held at the University of Guelph, April 24-27, 1972.

The 24th Officers' Conference will be held at the University of Guelph May 3 and 4 with 1st choice at Branch level being the President, 2nd choice the District Director and 3rd choice a Member-at-Large. The District delegate to the Officers' Conference will be the Federation Representative or Alternate and at Area level, the President or Vice President.