

Assistance For Conveners of Standing Committees

Branch Conveners — Your special attention is drawn to the "Duties of Branch Conveners of Standing Committees" page 12, Section 12, The Handbook. It is very important that your branch report be in the hands of the District Conveners by April 30.

District Conveners — See page 31, section 12 (2) Handbook — Note — it says, "The Branch Conveners of each Standing Committee will form a District Committee to work with the District Convener."

The District Convener should keep in touch with each Branch Convener by telephone, letter or better still by having a meeting to discuss and formulate programs to be undertaken in that District. Reports must be sent to the Area Convener immediately after the District Annual Meeting.

District Conveners must note page 31 Section 13 for guidance in preparing reports. The names and addresses of all Area Conveners always appear in the Summer issue of Home and Country.

Area Conveners — should note, "Duties of Area Conveners of Standing Committees," Handbook pages 40 and 41 section 9 — Area Convener reports must be sent to the Provincial Conveners not later than October 1st. Area Conveners should not wait till after the Area Convention to send on their reports. The names of the Provincial Conveners always appear on page 2 of Home and Country.

ASSISTANCE FOR PUBLIC RELATIONS OFFICERS

Mrs. Harvey Houston, P.R.O.

Public Relations Officers, study the duties as listed in the new Handbook.

BRANCH Page 12; DISTRICT Page 32; AREA Page 41.

ALL REPORTS MUST BE PREPARED in time to be PRESENTED AT ANNUAL MEETING AT LEVEL CONCERNING YOU.

Don't hesitate to contact the party who is breaking the 100% chain, as PRO's we can only be satisfied with top performance.

All reports must have statistics recorded, and a written story, so we know more about activities at all levels. Be sure both are signed. Read the forms carefully which are provided for your use. Make a working rough copy, and consider each item carefully before it is recorded. Such items as honorariums, life memberships, cost of printing, meeting expense, postage, fees etc. are not included. Give assistance, if necessary, to the PRO's for whom you are responsible.

Know the news media in your community, and remember to express appreciation to them, if they have been printing your account of meetings during the year.

Mail your report promptly to the **next level only**. (If these go from Branch to Provincial level they must be returned. Last year I had to return eight Branch and four District reports.)

SECRETARIES at all levels **receive** the blue, white and yellow financial forms and the Provincial PRO's Outline. If she does not have them contact F.W.I.O. Office at Toronto.

1972 ten Areas had the achievement of 100%. Only ten Branches failed to report, but unfortunately two Districts did not report. Let's try harder next year. Only two Areas failed to have a written report. This would seem to be a general improvement.

Please use the donations forms provided for you. Send white copy to next level, give secretary the yellow copy, and keep blue one for your own files. Pass along to your successor all reports of previous years, so it will assist her in her performance.

AREA — mail by **October 1st** to Mrs. Harvey Houston, P.O. Box 412, Lucknow, Provincial Public Relations Officer.

IMPORTANT: AIM FOR 100% REPORTING AT ALL LEVELS.

NOTE — Deadline for Area Public Relations Officers, **October 1st, 1973.**

ASSISTANCE FOR CONVENER OF AGRICULTURE AND CANADIAN INDUSTRIES

Mrs. F. Watty Convener

From the National Convener has come a suggestion that we study industries that are very much in the news these days. She suggested that we write for a copy of the June 26, 1972 issue of the Financial Times of Canada at 10 Arundle St., Place Bonaventure, Montreal 11, P.Q. In this paper there is an article called, "Industrial Locations in Canada" and contains a summary of industries province by province. It gives much information on the location, transportation, manpower, and resources of each province. It is short concise and informative.

Many W.I. members attended Man & Resources meetings held across the Province and by now will be receiving the Newsletters and Bulletins that have been published. This committee covers a great deal and we are all urged to become involved in a program to help determine the direction we will go in developing our country and in improving the quality of life. There is a role for everyone.