

OUTLINES AND GUIDELINES FOR EVERY CONVENER, PUBLIC RELATION OFFICER AND CURATOR

1. Refer to the Handbook for instructions for your particular office.
2. Remember — have your branch report ready to be mailed "Not done in rough". Mail it on the way home from the Annual Meeting to District Convener, PRO or Curator.

Mail to Area Convener, or PRO or Curator immediately after District Annual.

It appears this is where the breakdown in reporting occurs. It is important that you follow up with delinquent Branches, also check to find out the total number of Branches in your District and mail your report immediately after District Annual.

Area level

Mail to Provincial Convener, or PRO or Curator by October 1.

AGRICULTURE AND CANADIAN INDUSTRIES Mrs. J. A. King

Branch Conveners:

Keep in mind current concerns and interests of your local group as well as the community at large. Have the programme motto, roll call and music co-ordinated around the central theme. It is essential to report to the District Convener immediately after the Annual Meeting.

District Conveners:

Be in touch with your Branch Conveners. All Branch reports should reach you immediately after Branch Annual meetings — and if any are missing *it is your duty* to write or call for the report. Do not be satisfied with anything but 100% reporting at your District Annual. In your report, be sure to include the highlights of Branch meetings, and send your report on to your Area Convener immediately after District Annuals. Tardiness on your part means that the Area Convener must take time to contact you.

Area Conveners:

If you do not receive all District reports, *it is your responsibility* to write for them. Send in your report promptly, but no later than October 1, to the Provincial Convener, Mrs. J. A. King, RR 7, Woodstock.

Programme Suggestions:

During this coming year, we must continue to keep the current problems of agriculture and industry before us. It is urgent that we keep on stressing the preservation of prime agricultural land and speak out in our communities when local situations attempt to ignore this. Combating pollution is still a problem and we must endeavour to continue stressing conservation of our natural resources for the sake of generations ahead.

We will need to study and learn still more about the fast-approaching metric system — how it will affect homemaking, agriculture, industry, etc.

Preservation of the farm family is a concern all across Canada — according to the F.W.I.C. Report. Farm income has to be at a level to encourage young men and women to remain on or return to the farm.

And strikes continue to plague us — how are they affecting agriculture and the average worker in industry?

TWEEDSMUIR HISTORY CURATOR Mrs. R. C. Walker

Branch — Report to include something tangible done in the History book or by the Convener, such as workshops attended, study sessions, unveiling, etc.

District — Report to include number of Tweedsmuir Histories (remember we are interested in the Histories, not how many reported). All should report brief statement of work per Branch progress of work in District History.

Area — Report to include number of Branches in Area; number of Districts in Area; number of Tweedsmuir Histories at each level; summarized statement of work through Area; progress of work in Area History.

Let us not only promote the work of our Tweedsmuir Histories, but do try to encourage the development of House Logs throughout the Community. These are a treasure for the family in the home: a record of the house and buildings — some even include some farm statistics as well. They are a real conversation piece as well as a means of a permanent record of the locals. At least let us have one in each of the Women's Institute homes!

EDUCATION AND CULTURAL ACTIVITIES Mrs. Russel Harrison

Branch Conveners:

Be sure to encourage more members' participation and invite newcomers to the Community to your meetings. Quite often you will obtain new members this way. Branch Convener, it all begins with you.

District Conveners:

If Branch Conveners do not fulfill their responsibilities you will need to jog their memories and remind them their reports are missing.

Area Conveners:

As there are always some new Conveners, let us stress — Area reports should be sent by October 1 to Mrs. Russell Harrison, 72 Main Street, Mount Albert, Ontario L0G 1M0.

Suggestions:

When sending delegates to Conventions, do not send the same people. Send someone different each time. This encourages people to belong to your Branch.

Your every question is answered in the Handbook. Use the Loan Library and your local library. There is a wealth of available material for every Educational and Cultural Activities programme. You will be rewarded with an excellent programme, if well researched.

Keep up the visits between Branches in your District and make Home and Country a part of your programme.