

DIRECTIVES, OUTLINES, AND GUIDELINES FOR EVERY CONVENER, PRO AND CURATOR

The guidelines in the Handbook are printed for your use.

Refer to the appropriate page and follow step by step. It has been proven that the breakdown is at Branch level but there is obligation on each District convener to assume her responsibility and follow through as to why a Branch did not send in a report.

- (1) Branch —Present report at Annual meeting in April. Mail to District Convener, PRO, Curator immediately after meeting.
- (2) District —Present report at District Annual meeting. Mail to Area Convener, PRO, Curator immediately after District Annual.
- (3) Area —Present report at area Convention. Mail to Provincial Convener, PRO, Curator before October 1.

Refer to Home and Country for reports—printed copies are no longer sent to Branches.

PUBLIC RELATIONS OFFICER

Mrs. J. Harvey Houston

At every level:

All reports include a written *and* statistical report.

Follow the instructions on the forms sent to you by FWIO and refer to Handbook.

Donations sheet:

Make a rough working copy first, so reports for permanent use are legible.

Items such as honorariums, life memberships, cost of printing, meeting expense, postage, fees, etc. are not included. **IT WAS NEVER INTENDED TO BE A FINANCIAL STATEMENT.**

Get to know your news media.

AGRICULTURE AND CANADIAN INDUSTRIES

Mrs. J. A. King

Follow the Handbook page 66 Suggested Topics.

Duties: Branch—page 12, District—page 31, Area—page 40.

Now you have read your Handbook and know your duties—programming is one of the most important phases of your convenership.

Stress the importance of preserving prime agricultural land, Conservation of energy, Metric system as it affects our homes, agriculture and industry.

In a time when rural and urban are living closer together, and we are becoming surrounded by non-farm neighbours, we as WI must try to learn the changes that are likely to take place in rural communities and adapt our WI programmes to meet those changes.

"I would suggest that it behooves every citizen to work toward a better understanding between the Consumer, Industry and Agriculture. "Many years ago," Thomas Jefferson said, "While the farmer holds title to the land, actually it belongs to all the people, because civilization itself rests upon the soil."

EDUCATION AND CULTURAL ACTIVITIES

Mrs. Russel Harrison

Follow the directions in your Handbook before starting your report.

It is important that the Branch Convener co-ordinate the programme, motto, roll call and music around a central theme. Almost always the perfect reporting is broken at this level—**DO NOT LET IT BE YOU.**

As District Convener, if you are missing a report it is your duty to contact the delinquent Branch convener. Do not be satisfied with less than 100% at District Annual. Compile the reports taking the highlights of Branch meetings. Don't set your report aside—send it on immediately after District Annual.

As Area Convener it is your responsibility to follow up and question why District reports are not in. Don't leave the compilation of your own report too long—October 1 deadline seems a long way off—do it immediately.

N.B. Write the name of your Area, and your name and address at beginning of report.

Separate Education and Cultural Activities and place information in following order: mottoes, roll calls, programmes, speakers, papers, films and slides, tours, demonstrations, comments, recommendations.

FAMILY AND CONSUMER AFFAIRS

Mrs. Harold Blasing

May I suggest to all Family and Consumer Affairs Conveners at Area level that you try writing to your district conveners including a few suggestions and ideas. Start off with the use of sub-headings in their reports. Ask them if they in turn have been in contact with their Branch Conveners! Let's dam up the upward stream of information and let it back up and flood some information back downstream!!!

The Rights of Women still need our study and understanding. But let's not forget that we are Women—not Men, and be proud of this fact.

Might I suggest that if you had a programme last year that came under foods and nutrition, that this year you concentrate on clothing and textiles or any other subheading you have never used before. Ever tried a paper on "Our Feet—What Shoes?" Keep up the good work on the Metric system.

"Remember when five dollars worth of groceries wouldn't fit into one bag, let alone one's stomach" could be a very thought-provoking subject.

If I can be of any assistance, do write and I'll try to come up with something.

TWEEDSMUIR HISTORY CURATOR

Mrs. R. C. Walker

1. A concerted effort to get house logs started throughout our communities. How much easier our compiling of Tweedsmuir Histories would have been if these were in all homes.
2. Have competitions of House Logs in the community, sponsored by local Women's Institutes.
3. Encourage displays of House Logs at Fall Fairs, Art Shows and other functions.