

# Network information you should know

## How to invite a guest speaker

*Hilde G. Morden of Rodney, Ontario was prompted to send us the following tips about how to invite a guest speaker after recalling some of her own humorous, and sometimes frustrating, experiences on the speaker's podium!*

### HOW TO INVITE A SPEAKER

- identify yourself and your organization
- if someone recommended the speaker, tell him/her
- give a topic, theme or explain it's the speaker's choice
- give date, time and place
- explain the type of meeting, number of people, kinds of people (e.g. women, men or children, age group)
- length of speech
- when on the program
- ask if there is a fee or travel expenses
- request a biographical sketch of speaker — for the introduction

- give at least one month's notice
  - follow up with a letter, asking if speaker needs podium, flip chart, overhead, projector, screen, etc.
- The speaker is your guest. She/he wants to do the very best presentation

to fill your request. This will take time, effort and all the help you can provide. The more details you give your speaker about the group, theme and meeting place, the more successful the presentation will be.

## Do you need any JWI supplies?

Have you checked your JWI supply cabinet lately?

If you find you're running low on letterhead stationary and envelopes, now is the time to replenish your branch's supply. Letterheads and envelopes are *free* and can be obtained from Joanne Yungblut, Secretary-Treasurer JWI, RR 1, Barron Road,

Fonthill, Ontario L0S 1E0. To order by phone, call (416) 892-2086.

"Hasti-notes" featuring the JWI logo are also available for \$2.50 per package and JWI spoons can be ordered at \$7.50 apiece from Ms. Yungblut. The purchase of JWI badges can also be arranged through the JWI secretary-treasurer.



## Are you up-to-date on FWIO projects?

*If you find it hard to keep up on the latest FWIO developments, you're not alone! The following column was compiled by FWIO public relations officer Rena Cunningham in an attempt to update members about recent appointments and projects that are "in the works."*

FWIO are now twinned with the Women's Institutes of Prince Edward Island for the next triennium 1985 - 1988.

FWIO Regional Vice President Eileen Junkin will act as the representative to the Foundation for Rural Living.

FWIO representatives to the Royal Agriculture Winter Fair Association of Canada are Barbara Temple and Winnie Wilson.

The Provincial President Nominations Committee has been appointed consisting of Janet Hiepleh, Charlotte Johnson, Marcie Johnston. (See Handbook, pages 55, 2



### FWIO Update

(3) for details.)

A Constitution Committee has been formed to review the Handbook. Members are Charlotte Johnson, Janet Hiepleh, Marcie Johnston, Elaine Williams, Joyce Canning, Betty VanPatter, Muriel Busch, Helen Coutts, Shirley Bird and Janet Parsons. (See Handbook, pages 63 - 23 (1) (2) (3) for details.)

FWIO has sent a letter of support to Legal Education and Action Fund (LEAF) which litigates for women's equality rights.

A Provincial Convention will be held in 1987, the 90th Anniversary of FWIO.

FWIO has set a goal of \$20,000 to establish a "90th Anniversary Scholarship" for WI members who wish to further or update their education. One scholarship will be awarded in each Region (Northern, Southern, Eastern and Western) at the time of the Provincial Convention.

To commemorate her mother, Isabel Warren, Editor of **HANDS** magazine wishes to sponsor a competition featuring original craftsmanship. Upon her request for WI cooperation, Charlotte Johnson and Luella Lewis will help work out the details with her. Watch for further information.

"Here Today — Where Tomorrow" a 26-minute presentation about challenges for students regarding their careers is available from Women's Directorate, 4th Floor Mowat Block, 900 Bay Street, Toronto, M7A 1C2.