

■ International

Provincial Past President
(by virtue of office, 1998-1999)

- to keep in touch with world affairs

■ ACWW Council Members

(by virtue of office)

- to represent FWIO at the ACWW Triennial Conference
President -
President-Elect -
Alternate (Past President) -

■ National

Executive Officer
(elected for 1998-2001)

■ FWIC Representatives

(elected 1998-1999)

- to liaise with the national organization
Executive Officer -
Board Director -
Alternate -

AD HOC COMMITTEES

■ Safe & Healthy

- to bring issues and suggested programs to the Coordinators and/or Board
PAC Member (Chair) -
PAC Member -
Public Relations Coordinator -
Education Coordinator -
Member at Large -
Member at Large -

ROLES, RESPONSIBILITIES AND SELECTION

COORDINATORS

Role

- to coordinate the work of FWIO committees through the Provincial Advisory Council (PAC)
- to report verbally and in written form on a regular basis to the Board in order to monitor the progress of committees and evaluate their work
- to communicate effectively with the Board, the Provincial Advisory Council and the Provincial Office
- to be part of a support team with the Provincial Advisory Council

Responsibilities

- to act as liaison between the Board, the Provincial Advisory Council and Provincial Office
- to make recommendations for programs, projects or resolutions on behalf of committees
- to initiate action on recommendation from the Board
- to be familiar with the work of committees through verbal and written communication
- to attend the FWIO Annual Meeting with time for discussion as Coordinator
- to have full voting rights at Annual Meetings
- to report to the Board the work of the committees
- to review with Finance and make recommendations to Board concerning paid membership to other organizations
- to be consulted concerning designated FWIO representatives to other organizations
- to be a member of the FWIO Provincial Conference Committee
- to respond to requests for leadership workshops
- to recommend funding sources to the Finance Committee
- to submit a budget, including designated committees, to Budget Committee
- to submit a column for *Home & Country* as requested
- to set goals and priorities with designated committee
- to work together to ensure that the message of the organization, written and verbal, is positive, professional and accurate
- to prepare an Annual Report

- to send a copy of the Annual Report to the Provincial Office by date required
- to forward a copy of all correspondence to the Provincial Office
- to request time on Board agenda

Selection

- by application (except National, International)
- elected at Annual Meeting by the Provincial Advisory Council, Coordinators and the Board Directors (except International)
- the Coordinators will receive the Board Briefings of all Provincial Board meetings, minutes of Provincial Advisory Council meetings and their committee meetings
- training is required at the start of the term, and during the term if required/requested
- re-elected annually for a maximum of four years
- to be a member of FWIO in good standing
- justifiable expenses paid by FWIO

EDUCATION COORDINATOR

Role

- to coordinate the work of the committees

Responsibilities

- to compile a report of activities events and reports (etc.) for presentation when requested
- to develop yearly themes based on the WI focus for the organization and promote it to the Branch, District, Area, Board and the Provincial Advisory Council
- to work with National and International Convenors
- to promote their educational programs
- to be a liaison for educational partnerships and move these partnerships forward at all levels
- to develop and prepare educational kits, displays and questionnaires as needed
- to network with provincial organizations, agencies and government so as to benefit the members and all citizens
- to develop challenges and competitions for the membership

Selection

- (see Coordinators)

LOBBYING COORDINATOR

Role

- to lobby FWIO concerns

Responsibilities

- to be informed about current legislation
- to obtain all possible additional information regarding resolutions
- to research, edit and consider resolutions submitted
- to work with FWIO partners and Coordinators to develop and/or strengthen resolutions and briefs
- to present resolutions for consideration to the Provincial Board
- to write an accompanying letter or brief and arrange a delegation as directed by the Provincial Board to the persons, departments, ministries or organizations concerned for their consideration and action
- to ensure that the signature of the Coordinator and Provincial President are on the resolution
- to follow-up and report on resolutions sustained and not sustained with explanations to originator
- to present a report to the Provincial Board upon receiving responses to resolutions
- to prepare an outline of guidance for Convenors
- to make a yearly presentation to government
- to maintain a file of reports and information for her term of office and personally forward to her successor
- to provide copies of each resolution sustained and the end result to the Provincial Office

Selection

- (see Coordinators)