
PUBLIC RELATIONS COORDINATOR

Role

- to coordinate a unified image of FWIO

Responsibilities

- to arrange for publicity of events and activities of FWIO
- to promote Women's Institute work through media, with releases and follow-up
- to have regular contact with Public Relations Officers
- to coordinate the design of promotional brochures, displays and other advertising as required
- to keep presentation folder information updated
- to assist Royal Agricultural Winter Fair Display Booth Committee in planning display
- to be a member of the *Home & Country* Editorial Committee
- to present the annual Donations Report for distribution to FWIO Board of Directors
- to answer all requests for PRO information from members, the media and public
- to be willing to provide PRO training, resources and encouragement at all levels
- to maintain a current file of media contacts, with addresses, phone and fax numbers
- to maintain a file of current information about Women's Institute and related organizations
- to maintain background information on planning exhibits and displays
- to maintain reports for her term of office
- to make smooth transition of information to successor within 30 days
- to oversee updates to the Web Page, four times per year

Selection

- (see Coordinators)

TWEEDSMUIR COORDINATOR

Role

- to record and maintain the Provincial Federated Women's Institutes of Ontario Tweedsmuir History

Responsibilities

- to convene a committee to help with compiling the Tweedsmuir History for FWIO
- to supervise and edit all data received for the Tweedsmuir History
- to have custody of the Tweedsmuir History during her term of office
- to have all expenses incurred in preparing the Tweedsmuir History paid by FWIO
- to prepare a progress report and exhibit the Provincial Tweedsmuir History at the Annual Meeting of the Provincial Board
- to prepare guidelines and recommendations for Tweedsmuir History Curators
- to maintain a file of reports and information to be forwarded to successor
- to return to the custody of the Provincial Board, the Tweedsmuir History Book and Manual with all data and relevant material when retiring from office

Selection

- (see Coordinators)

FINANCE COORDINATOR

Role

- to administer the financial affairs of the organization

Responsibilities

- to present a budget at August Board
- to present a financial report at each Board meeting
- to review the investment portfolios
- to report to the Board the work of the committees

Selection

- Executive Assistant, or by appointment

EXECUTIVE ASSISTANT

Role

- to administer the affairs of the Provincial Office

Responsibilities

- to report regularly to the President about progress toward organizational objectives, financial status and other issues of concern

- to establish operating procedures and make decisions on matters of administrative and supervisory detail in connection with the operation and maintenance of the organization, in consultation with the President and in accordance with Board policy, and not in conflict with the law

- to prepare the agenda for Board meetings, under direction of the President

- to attend all Board meetings and take minutes and supply copies to all persons entitled to receive them

- to provide the Board with adequate information to help them reach sound decisions and establish policies

- to oversee the implementation of all Board policies

- to supervise, evaluate and hire staff
- to direct staff in their assignments and duties

- to approve expenditures within the limits of the Board approved budget

- to promote good public relations when dealing with other organizations, individuals and the general public

- to work with the Board to prepare a long-range plan for the organization

- to send Board Briefings to the Provincial Advisory Council and Coordinators

Selection

- hired by Personnel Committee
- to be the Finance Coordinator if appointed

COMMITTEES OF THE BOARD

INTERNATIONAL

Role

- to keep in touch with world affairs

Responsibilities

- to be familiar with the organization and function of the United Nations
- to be aware of the interdependence of the nations of the world spheres of influence and Canada's role in foreign affairs
- to promote an understanding of traditions, customs and problems of other nations, particularly those

countries who are members of the Associated Country Women of the World (ACWW)

- to conduct exchange visits and letter friends program
- to report at each Annual Meeting
- to promote ACWW projects and programs

Selection

- the Provincial Past President is appointed at the Annual Meeting for a term of two years

NATIONAL

(Executive Officer)

Role

- to be a liaison between FWIO and the Federated Women's Institutes of Canada (FWIC)

Responsibilities

- on invitation, to participate in FWIO Annual Meeting to report FWIC activities
- to prepare written reports for FWIO Board Meeting
- to prepare and submit a budget to the Budget Committee
- to receive all FWIO Board Briefings
- to be responsible for Federated Women's Institutes of Canada Tweedsmuir Competitions, Past Presidents' Essay Competitions and Twinning Programs within Ontario
- to submit a time line for all competitions to the Branches at the beginning of each Federated Women's Institutes of Canada triennium
- to be responsible for letter friends program
- to ensure that all release forms are signed for competition entries
- to promote FWIC programs and projects

Selection

- a Past President elected at FWIO Annual Meeting
- to be a member of FWIO in good standing
- term of office set by FWIC (three years)