

For Your Information

Please Note

The WI Rose has been mistakenly referred to as the Centennial Rose. Please ask for it by its correct name - the Women's Institute Rose.

Hear ye! Hear ye!

The mandate of the Centennial History Committee is to collect and record an historical summary of all the celebrations held to commemorate the 100th anniversary of the WI. All Branches, Districts and Areas are to record their centennial projects and activities and send them to this Committee. All items will be placed in a large book of archival quality to be on view at the FWIO Provincial Office.

This project will record all festivities held between January 1, 1997 to December 31, 1997. Please send all reports of your 100th anniversary celebrations to Leda Archer, 34 Lorne St., Elmvalle ON L0L 1P0.

Book Launch Video

For Home and Country: The Centennial History of the Women's Institutes of Ontario was launched at the University of Guelph on October 30. The day was also marked by the official opening of the Federated Women's Institutes of Ontario Archival Collection at the University Archives. The day's events were documented on video by Town and Country; the video is available on loan from the FWIO Provincial Office.

Home & Country on Tape

There has been some interest expressed to have the *Home & Country* newsletter transferred to cassette tape for those who are not able to read the printed form. This is under consideration, depending on the response. If you are interested in cassette versions of the *Home & Country* or are interested in volunteering to record the information, please contact the Editor at the FWIO Provincial Office.

Pesticide Safety Video

"Pesticide Safety and the Rural Home and Garden" answers some of the most common questions about pesticide use around the home and garden. It is suitable viewing for the entire family. It covers the use of safe equipment, procedures and storage of pesticides. The video, produced for the Ontario Farm Women's Network by Ridgetown College Video Productions, is available on loan from the FWIO Provincial Office.

WorldBreast Cancer Conference

This First World Conference on Breast Cancer will be held from July 13-17, 1997, in Kingston, Ontario. Among the Conference topics are: Prevention/Environment, Treatment & Care, Alternative/Complimentary Therapies, Politics & Breast Cancer, The Media & Breast Cancer (etc.). For more information write First World Conference on Breast Cancer, 841 Princess St., Kingston ON K7L 1G7, Tel: (613)549-1118, Fax: (613)549-1146.

About the Provincial Office

FWIO did not buy, nor do we own, the Provincial Office. The FWIO Provincial Office is rented on a long-term lease from the Township of Guelph.

Christmas Ornaments Requested

The Federated Women's Institutes of Canada (FWIC) request that each delegate to Convention '97 bring a handmade Christmas ornament to be sold for \$5, the proceeds to support the Adelaide Hoodless Homestead. Everyone delighted in purchasing Christmas ornaments as mementoes of the last Convention. Take this opportunity to show off your talents!

New Number to Book Exhibits

To book an FWIO Exhibit Board through the Ontario Ministry of Agriculture, Food and Rural Affairs call David Doyle, Portable Display Coordinator, at (519)826-3619. If picking up the exhibit yourself, please note that the OMAFRA office is now located on Stone Road at the south end of Guelph, so ask for directions.

Wit and Wisdom

The Women's Institutes short story collection, *Wit and Wisdom*, is now available from the FWIO Provincial Office for \$10. Donations for postage and handling are appreciated. Make cheques payable to the FWIO.

Silver Thoughts

Volume two of *Silver Thoughts, Golden Words and a Nickel's Worth of Stories* is available for \$10, plus \$3 for shipping and handling, from Eda Van der Linden, RR 1, Metcalfe ON K0A 2P0, (613)821-1936. Make cheques payable to the Eastern Ontario WI Poetry Committee.

Waste Minimization Awards

The Recycling Council of Ontario Waste Minimization Award Ceremony is April 23, 1997, at the Boulevard Club in Toronto. For a nomination form or to register to attend the ceremony, please call Cara Henry at (416)960-1025. The deadline for nominations is February 28, 1997.

Peterborough District Calendars

This District's two-year (1996-1997) calendars, featuring light-hearted illustrations and prose, are still available, at a cost of \$4, plus \$2 for postage and handling. To order, contact Bernadette Caza, RR 1, Lakefield ON K0L 2H0, Tel: (705)657-9430. Make cheques payable to the Peterborough District Calendar Fund.

Bob the Beaver

The FWIC Bail-Out-Bucket project, or B.O.B the Beaver, will come to an end at Convention '97. The target of \$1 per WI member in Canada for three years has not yet been met. To date, a total of \$4,257 has been collected from Ontario. Not to worry, there is still time! send your cheque, payable to FWIC, Bob the Beaver, to the FWIO Provincial Office today.

POSITION OPENING

Anyone interested in filling the position of Executive Assistant for the Federated Women's Institutes of Ontario, please send a covering letter and resume to the FWIO, 7382 Wellington Rd. 30, RR 5, Guelph ON N1H 6J2, by February 15, 1996.

Position Description:

- must have good working knowledge of computers, word processing and other office software
- reports regularly to the President about progress toward organizational objectives, financial status and other issues of concern
- oversees the documentation of procedures and processes in a manual
- establishes operating procedures and makes 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
- prepares the agenda for Board meetings, under direction of the President
- attends all Board and Executive meetings and takes minutes
- provides the Board with adequate information to help them reach sound decisions and establish policies
- oversees the implementation of all Board policies
- supervises the hiring, firing and evaluation of staff, under the direction of the Personnel Committee
- directs staff in their assignments and duties
- approves expenditures within the limits of the Board approved budget
- provides information to the Board regarding purchases and expenditures
- promotes good public relations when dealing with other organizations, individuals and the general public
- works with the Board to prepare a long-range plan for the organization
- carries out other duties as assigned
- maintains office confidentiality
- ensures work flow and pleasant atmosphere
- works independently and functions well in a multi-task environment
- knowledge of parliamentary procedure

Return Address:

FWIO
7382 Wellington Rd. 30, RR 5
Guelph ON N1H 6J2