



# A.P.P.L.E.S. Agendas & Parliamentary Procedures Learning is Easy & Simple:

## Seven Rules for Becoming an Effective President

By Hilde Morden

1. Always use a gavel; it gives authority.
2. Always prepare an agenda before the meeting.
  - allow items to be added to the agenda
  - approve the agenda when the meeting starts
  - allocate time for each item
  - deal with important items first
  - get suggestions for the next meeting's agenda
  - start and end on time
3. Always assume the role of the referee, moderator or co-ordinator; be the leader.
  - lead the members, or show the way
  - direct the course of the discussion or meeting
  - remain impartial
4. Always be aware the organization belongs to its members. It is not your personal property; you are the President and the custodian of their affairs.
  - make members feel the relationship, kinship or connection with the organization through their own goals
  - make members feel important and that they are contributing something - time, talent, ideas
  - listen to your members
  - allow members the freedom to say "no" and respect their right to choose for themselves
  - remember: participation is most rewarding when the decision to participate is voluntary
5. Always treat all members equally, as if the organization would not be the same without them.
  - project the image of a leader who feels that each member is an important part of the organization
6. Always remember that simple parliamentary procedure rules and terminology must be learned, and practiced until it becomes everyday vocabulary.
  - maintain order at a meeting and assure productivity

- do not waste time and human resources, and frustrate members with the absence of parliamentary procedure
- repeat parliamentary procedure language until all members are comfortable with it and the words flow freely
- free your mind to grasp the intent of what the members are trying to say or do at the meeting

7. Always apply the rules that you have learned with a great deal of common sense and logic.
  - use the strictness of rules only when it is necessary to accomplish your goals for an orderly, progressive, productive and democratic meeting

*Hilde Morden conducts a series of leadership workshops for the FWIO, in addition to her position as the New Branch Co-ordinator.*



### From the Provincial Tweedsmuir History Curator

By Myrtle Stone

For some time I have been thinking about the future. In particular, about the year 1997 when Women's Institute members celebrate the 100th anniversary of their organization. At the same time, my thoughts have gone back to other anniversaries and how they were celebrated throughout the province.

On February 12, 1972, for example, Women's Institute members gathered in the Canadian Room at the Royal York Hotel in Toronto for a gala event, with President Bernice Noblitt in charge of the 75th anniversary celebration. Each Branch had the opportunity to send one delegate. The keynote speaker for this occasion was Olive Farquharson, President of the Associated Country Women of the World (ACWW). She urged "that we should not rest on our laurels with an aura of self-satisfaction around us, but use the 75th anniversary as a spur to greater activity in the future." The Ontario Women's Institute Story was also published that year.

A birthday cake on a revolving base was a scaled replica - in the shape, colour and style - of the Erland Lee Homestead at Stoney Creek.

On the occasion of the 65th anniversary a luncheon was held in the Queen Elizabeth Building at Exhibition Park in Toronto. Mrs. Haven Smith of Nebraska, President of the ACWW, was the guest speaker. In spite of very hazardous weather conditions, 1400 were in attendance on February 19, 1962.

In 1946 plans were started for the celebration of 50 years of WI. Several special projects were developed for this anniversary. The Adelaide Hoodless Memorial Scholarship Fund was just one of these projects. Another was a 50th anniversary poster contest with the theme "We Treasure the Past - We Face the Future."

Three special trains, 185 chartered buses and many cars brought 12,000 women to the Ontario Agricultural College in Guelph on June 18, 1947 for this special event. A pageant - "Let There Be Light" - was presented to review the years of WI history.

As with past celebrations, we can be assured that the 100th anniversary of the Women's Institute in 1997 will be an extravaganza remembered by all.

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