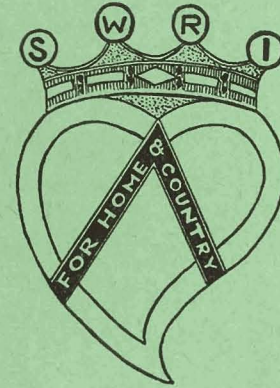


S. W. R. I.



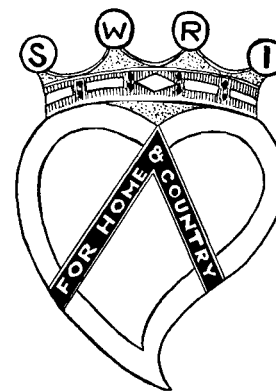
DUTIES OF OFFICE-BEARERS

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DUTIES OF OFFICE-BEARERS

President

The Handbook of the S.W.R.I. describes the duties of the President as follows:—

“ The President shall ask the Secretary to call meetings; shall preside at all meetings of the Institute and the Committee; shall conduct all business impartially; shall see that all discussions, questions, motions etc. are addressed to the Chair, and when discussion is wandering from the point shall recall it to the matter in hand ; shall put motions in definite form and take the vote of the meeting, but shall not herself vote except where a casting vote is necessary. She is ex-officio a member of all Committees and sub-committees.

An important duty of a President is to study carefully the history, growth, organisation, aims and objects of the S.W.R.I. The Handbook and other leaflets obtainable from Headquarters will give her this information. She should also study and understand the usual procedure of conducting a meeting.

She should attend as many meetings as possible of her Institute, and in addition, as many Group and Federation meetings as she can, so that she can keep in touch with what is being done in S.W.R.I.

She should be brief and learn to focus the point of what has to be said, and express it clearly and concisely. She should also cultivate a good sense of humour, and avoid impatience, sarcasm, and mannerisms which may divert the concentration of the audience.

The President should encourage and guide her Secretary, and see that sufficient time is given to the business of the Institute, the Federation and Central Council. It should be her business to go over all circulars from Federation or Headquarters with the Secretary, pick out the essentials, pass them on to the Institute, and collect any information required. When delegates or representatives are asked for, she should see that the most suitable persons are selected, and if possible the jobs given round to as many different

members as possible so that the work and interest is spread throughout the Institute.

The President and Treasurer should work in very close touch, as in the long run the President is responsible for seeing that the Institute's finances are in a healthy condition. She should make quite certain that, in the event of any large expenditure, it is the wish of the majority of members that it should be made. She should advise on financial matters, ensuring that adequate funds are available to provide the Institute with good programmes, encouraging generous contributions to the Federation and Central Council projects, and arranging special efforts to raise funds for charitable organisations. Above all she must make sure that any financial burden shall fall on all alike.

The President sits *ex-officio* on all sub-committees, and she should try to attend their meetings, as this keeps them in direct touch with the Institute, and enables the President to see that they do not exceed their powers. She does not have to take the Chair at sub-committee meetings—a special Chairman should be elected at the first meeting of the sub-committee from among its members.

Committee meetings should be held regularly but not unnecessarily and members should be reminded that discussion is confidential.

The President should make it a rule to be at the Hall at least five minutes before the time of the meeting, and she and the Secretary should have met beforehand and have considered the business and arranged the Agenda. The Meeting should start on time. Presidents, and in fact all Office-bearers, should try to cultivate a speaking voice that can be heard by those seated at the back of the Hall. If deep breaths are taken and the voice kept up at the end of a sentence and consonants at the end of words clearly enunciated, every word will be audible.

The President should see that each section of the programme is given its fair share of time, and that there is time given also for any reports that have to be made. It is most important that a visiting lecturer or demonstrator is not kept waiting, so, on these occasions, after reading the Minutes, the other business of the meeting may be held over to the end.

The President should encourage members to feel that they are vital to the success of the Institute. So much depends on the lead given from the Chair. If she can make the monthly meetings a source of benefit and pleasure to all who attend, she will find that her Institute will become the centre of all that is public-spirited and valuable in the neighbourhood and in the Movement.

Vice-President

The Handbook of the S.W.R.I. describes the duties of the Vice-President as follows:—

“The Vice-President shall preside at all meetings in the absence of the President and shall act for her when she cannot be present. The Vice-President is *ex-officio* a member of all Committees and sub-committees.”

It is advisable that arrangements be made to receive demonstrators and guests at the gate or door of the Hall and to see that they are provided with tea. It is very suitable if the Vice-President undertakes this duty; also the welcoming of new members and seeing that they are introduced to the President and to some of their fellow members, unless this has already been delegated to another member of Committee.

It is also a great help to the President if the Vice-President proposes the votes of thanks, or makes herself responsible for finding someone to propose them.

Though her duties do not appear onerous, it should be remembered that as the Vice-President is responsible for the correct running of a meeting should the President be absent, she should therefore familiarise herself with the duties of the President and the correct way of running a meeting.

Secretary

The Handbook of the S.W.R.I. describes the duties of the Secretary as follows:—

“The Secretary shall keep a register of the names and addresses of the members; shall keep correctly the minutes of all meetings of the Institute and Committee in separate books; shall write the minutes of the Business Meeting before hand-

ing over to her successor but the correspondence arising from the meeting is dealt with by the new Committee and Office-bearers); shall communicate to the Committee or Institute all correspondence received and reply in accordance with their decision, all communications having first been shown to the President in order that she may be conversant with the business; shall call meetings of the Committee at the instance of the President (or Vice-President in the absence of the President) or any three members; shall prepare a Report for presentation at the Business Meeting consisting of a concise statement of the external and internal activities of the Institute during the past year, and shall co-operate with the Treasurer in completing the annual Record of Meetings, Accounts Synopsis, and Particulars forms of the Institute for submission to the Federation, where these are used. (The use of these forms is recommended—they may be adapted to suit individual requirements).

It contributes greatly to the success of the Institute Meeting if the Secretary draws up for the President a detailed programme before each meeting, with the approximate time of each item.

Where the Institute is a large one, it is very desirable that other members be enlisted to help the Secretary."

The duties of a W.R.I. Secretary are many and various. It is difficult to enumerate them all in a leaflet, because a really good Secretary will embrace the entire activity of the Institute in the interpretation of her duty.

It is impossible to over-estimate the importance of the need for constant co-operation between the Secretary and her President and Treasurer, as upon these three in great measure depends the well-being and success of the Institute. It is as well to emphasise that fact that, except for postages, no payments should be made by the Secretary—everything should be referred to the Treasurer.

Included in the Secretary's duties are :

- a. The Hall : To see to everything connected with engaging the Hall—the lighting, heating, arrangement of chairs, and all the details necessary for the holding of a comfortable meeting. Reminders regarding the supply of milk, tea, etc. should be given.

- b. Correspondence : Letters should be answered as promptly and fully as possible. Copies should be kept, and should be carefully filed with the letters received. Should there be any letters to which the Secretary is unable to reply fully until a Committee or Institute meeting has been held, a short acknowledgement should be sent stating that the matter will be placed before the members.

In dealing with correspondence, lecturers and entertainers, the time, place and date of their engagement should be clearly stated, and they should be informed for how long they are required to demonstrate, lecture or entertain. Where necessary, they should be informed whether the local Hall has electricity, also for a cookery demonstration, what kind of cooker will be provided. The Secretary should ask the demonstrator to state her requirements in the way of equipment, and these should be ready on the day of the meeting.

- c. Extra Meetings : To make arrangements in good time if extra meetings, exhibitions or outings are held, and see to details about halls, buses, lists of names, caterers, etc.
- d. List of Members : To keep an up to date list of members and their addresses. This can be done in conjunction with the Treasurer from her receipt-book counterfoils. This list should be checked to be sure all members have paid their subscriptions, and it should be renewed at the beginning of every season. It is advisable to keep the lists in a book so that the Secretary can look back and find out the length of membership of any members.
- e. Calling Meetings : Committee meetings shall be called by the Secretary at the instance of the President, Vice-President (in the absence of the President) or any three members who demand it. An agenda should be sent with the notice of the meeting.
- f. Minutes : To keep all the minutes of Committee and Institute meetings in separate books. These must be taken down in rough at the meeting, and later transcribed into the Minute Book and read at the next

meeting. It is advisable to tabulate exactly what happened to resolutions and amendments, such as "moved and seconded by . . ." "discussed," "agreed," "dismissed," or "referred to another meeting." It is well to remember that **what is discussed at a meeting should not be discussed outside**. Only the results of the discussions may be made public.

- g. Syllabus : To arrange for the making up of the syllabus. This should be the business of the whole Institute, but once the subjects are agreed, it is the duty of the Secretary to write to the various people, firms, or Associations, and to arrange terms, dates, and subjects, and to get the programmes printed in good time. It is correct to send a stamped-addressed envelope for the replies of those who have been invited to speak or demonstrate.

The routine work of the Secretary can be roughly divided into four sections : (1) Committee meetings ; (2) Monthly meetings ; (3) Between meetings ; (4) The Business Meeting.

Committee Meetings. There should be at least one week's notice of the date, time and place of the meeting. At the start of the meeting the Secretary reads the minutes of the last meeting, and gets the signature of the President after the committee has signified its approval. She also gives the apologies for absence. Any matters arising from the minutes should be dealt with first, letters should then be read and instructions regarding replies obtained. Circulars from the Federation and from Headquarters should be read and discussed, and again the Secretary should obtain instructions about the action to be taken. The Secretary should then bring forward any details about which she wants instruction, and should give particulars of any activities pending. She should be very careful to take exact notes of everything that has taken place and not trust to her memory. A list of those present should be entered in the minute book. A majority of the committee constitutes a quorum. All business at Committee meetings is confidential.

Monthly Meetings. These should be held regularly at a fixed time and date, preferably in a Hall or school. The programme should last about 2-2½ hours, and include a talk or demonstration, tea and some form of entertainment or competition. The

business should not last for more than 30 minutes, but care should be taken to ensure that members receive all relevant information. The minutes of the last monthly meeting should be read by the Secretary, and they should be signed when the members have signified their approval. If a Notice Board is used at meetings, the Secretary should see that whoever is in charge of it has all the necessary notices to put on it.

Between Meetings. Before each monthly meeting the Secretary should write to the speaker to remind him or her of the date and ask what arrangements can be made about travelling, hospitality, etc. Printed postcards are available at Headquarters for this purpose. Directly after each meeting, the minutes should be written up in the minute book, and it should be remembered that minutes should be short and concise. They are a record not a report.

The Business Meeting. Before the Business Meeting the Secretary must draw up a report of the work done in the Institute during the year. It should not be lengthy.

Before the monthly meeting prior to the Business Meeting, lists of members should be compiled and distributed to members, who should also be given the following details : number of members of committee, the names of members of committee who are due to retire and are not eligible for re-election, the number of office-bearers to be elected, and which of them are due to retire and which are eligible for another term of office.

The Secretary is also responsible for seeing that the tellers are present, and that they are given the ballot-box which should have been put in a prominent place before the start of the meeting.

The Secretary shall write the minutes of the Business Meeting before handing over to her successor, but the correspondence arising from the meeting is dealt with by the new committee and office-bearers.

The names and addresses of the Institute's President, Vice-President, Secretary and Treasurer should be sent to the Federation Secretary at the appropriate date each year, and the Federation Secretary should be notified immediately of any change taking place.

Treasurer

The Handbook of the S.W.R.I. describes the duties of the Treasurer as follows :

“The Treasurer shall receive all monies belonging to the Institute and disburse the same only on the instruction of the Committee ; shall keep an accurate account of receipts and expenditure, and shall prepare a statement of accounts to be presented at the Business Meeting. This statement shall be audited, but not by a member of the Institute. She shall co-operate with the Secretary in completing the annual Accounts Synopsis, and Particulars forms of the Institute for submission to the Federation, where these are used.

The retiring Treasurer shall hand over her books at the Business Meeting.”

The Treasurer's duty is to look after the Institute's funds and to keep a correct record of all money received and payments made. This must be methodically and accurately done, but in itself is not difficult.

Regular and early attendance at Institute and Committee meetings is essential, and at any meeting the Treasurer must be prepared to give any information that may be wanted about Institute funds. She must keep a simple account book, and enter in it all money received and payments made. She must get a receipt for all money paid out and all such receipts must be carefully kept. An ordinary account book is all that is needed. On the left-hand side of the book all money received should be entered, i.e. Members' Subscriptions, Donations, and on the right-hand side all payments must be recorded i.e. Rent of Hall, Postages, etc. The exact date on which money is received or paid out should be noted.

The receipts and payments columns should be added up frequently, and the difference between them should correspond exactly with the money in the Bank. With a monthly balance the Institute will know exactly how it stands financially, and this will also make the Treasurer's report for the Business meeting very easy to prepare.

In every Institute it is advisable to open a Bank Account. Into this account all cash should be paid as soon as possible

after it is received. The Treasurer should retain a small sum in hand for lesser outlays, but all large payments should be made by cheque.

It is part of the Treasurer's duty to collect all money due to the Institute—members' subscriptions, payments for visitors, etc. Receipts should be given for all money received and particulars entered on the counterfoil of the receipt book. It is also the Treasurer's duty to pay all accounts due by the Institute. She should make certain that all such payments are correct in amount, and if they are for anything other than ordinary Institute expenses, such as rent of the hall, etc. she should be sure they have been approved by the Committee.

When a lecturer or demonstrator is visiting the Institute the Treasurer should take to the meeting money to pay the fees and expenses that are due, also a receipt ready to be completed and signed. If no fee has been arranged, it is essential that the Treasurer offer the speaker or demonstrator at least his or her travelling expenses.

In addition to payments in connection with Institute activities, the Treasurer should see that payments due to the Federation are sent promptly, with all the necessary information about the number of members.

Every third year the Institute's contribution to the National Conference Pooling of Fares fund has to be sent to the Federation Treasurer.

The levy due to the Federation shall be based on the membership of the Institute for the previous year (as reported at the Business Meeting). These payments include the levy due to Central Council which the Federation Treasurer pays to Headquarters on 1st November each year.

The counterfoils in the receipt book, receipted accounts and any other record of payments made or money received should be carefully kept. They should be preserved for several years before being destroyed. They will all be required by the auditor when he or she audits the Treasurer's books.

All accounts left unpaid when the books are made up for the year become part of next year's expenses, and when paid must be entered in the appropriate columns in the usual way.