

RESPONSIBILITIES OF THE PUBLIC RELATIONS OFFICER

The PRO position, filled by a board or non-board member, will be reviewed yearly by WINS Board of Directors. The Board has the option to discontinue this position or replace the PRO at its discretion. Maximum term of the PRO is five years. The PRO will be an active Women's Institute member in good standing and have an interest in promoting the work of the organization.

- The PRO will attend meetings of the Board and be asked to attend Membership and Editorial committee meetings
- The PRO, if a non-board member, does not have a vote at Board of Director meetings
- The PRO will assist the WINS office with the promotion of Women's Institute work through media, as required
- The PRO will assist the WINS office with the design of promotional brochures, displays and other advertising, as required
- The PRO will submit articles for Home and Country, as requested
- The PRO will assist with WINS promotional events, as requested
- The PRO will report verbally or in written form on a regular basis to the WINS Board during Board Meetings
- The PRO will compile a Public Relations Report for the WINS Annual Report

PROVINCIAL CONVENTIONS

Provincial Conventions are held every three years in conjunction with the Annual General Meeting. Each WI Branch and District is entitled to send one voting delegate. It is extremely important that each Branch is represented at these meetings, and that in addition to the voting delegate, it is strongly recommended that as many members as possible attend. The coming together of Women's Institute Members from all parts of the Province to develop policy and discuss subjects of mutual interest is of lasting benefit to all who attend. It is important that every Branch is a part of the planning and decision making for the ongoing work of the Women's Institutes of Nova Scotia.

A registration fee is paid by each member in attendance to help defray Convention expenses.

PROVINCIAL LIFE MEMBERSHIPS

Provincial Life Memberships shall be presented at the Provincial Convention or Annual General Meetings, with a biography of the WI member's service being read at the presentation.

An acceptable photograph and the biography of the person receiving the Provincial Life Membership shall be provided for the Life Membership Book.