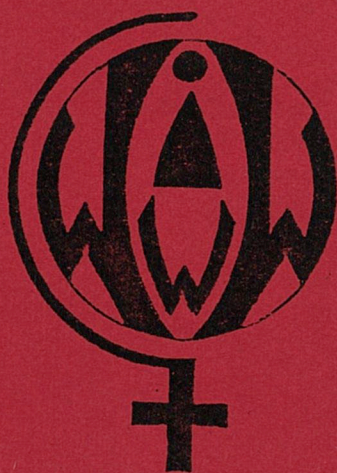


**WOMEN WORKING WITH  
IMMIGRANT WOMEN**



**ANNUAL REPORT**

**1979 - 1980**

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Toronto, Ontario

Telephone  
922-1256

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HISTORY OF WOMEN WORKING WITH IMMIGRANT WOMEN  
AND THE CHAIRPERSON'S REMARKS

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Women Working with Immigrant Women first met in April 1974, arising out of a need for support expressed by front-line workers in service delivery to immigrant women. The group was called together through joint efforts of the Coalition of Immigrant and Migrant Services and the YWCA of Metropolitan Toronto. It functioned as a coalition committee for two years and became an independent body in June 1976.

Early in its history Women Working with Immigrant Women was composed of women working as community workers in immigrant aid agencies as well as government departments e.g. Manpower, Labour, Public Health, Secretary of State, etc.

At a time when services designed for immigrant women were novel and few, the need for information sharing, referral resources and support for individual workers was paramount. Representatives from various government agencies were invited to speak to the group to detail services they are able or unable to provide for immigrant women. The exchange of information led to the identification of gaps in services and the formation of Working Committees to find ways of filling those gaps.

By April of 1976 W.W.I.W. had narrowed its focus to the concern of workers in the non-government sector, and our members were primarily community workers. Membership became identified with the willingness to participate in one of the working committees, Literacy and Education, Health, and Mental Health. With an overall co-ordination from the Board of Directors. In its years of independence W.W.I.W. has accomplished a great deal of work.

During the past two years we have been involved in several programs that we feel were very successful, such as:

- An Immigrant Women's Directory
- A Resource Kit "BY AND ABOUT IMMIGRANT WOMEN"
- A Workshop series sponsored by the three committees of W.W.I.W.
- A Deputation and presentation to the Local Board of Health of 1980
- Counselling skills workshop organized by the Mental Health Committee

- A Social Animation Course organized by the Education Committee
- We have been very much involved with several seminars and workshops discussing gaps in services and sensitizing professionals to the needs of the immigrant communities.

We want to give special thanks to the Secretary of State for the support given to our organization in the past two years. This made it possible for us to hire a full-time co-ordinator giving the organization the dynamism it needed to forge ahead.

We want to thank Marcie Ponte our co-ordinator for her work with us in the past year (Marcie is moving on to a new position). At the same time we welcome Maria Teresa our new co-ordinator starting January 1981.

And finally, I want to say that I feel very proud to have had the opportunity to be involved with the organization for the past 4 years and I extend my best wishes to you all and for the work that you will be involved in in the future.

Yours sincerely,

Cleyde Afonso  
Chairperson,  
Board of Directors

NATURE AND OBJECTIVES

Women Working with Immigrant Women is an umbrella organization specifically concerned with the needs of immigrant women. Over the last 10 years there have been a myraid of studies and projects on specific issues and needs of immigrant women. However, only in Toronto has the effort been made to co-operatively develop an over-all long-term program of both identifying gaps in service and facilitating ways of filling them.

The main objectives of Women Working with Immigrant Women are the following:

- : To provide a forum for information sharing and referral
- : To serve as a support group for women working with immigrant women
- : To encourage and promote the development of new skills
- : To pool and use community resources, human and otherwise
- : To initiate and co-ordinate new programs and new members
- : To engage in social action as determined by Women Working with Immigrant Women

In order to meet the demands of member agencies and groups and to draw into the network the other groups and agencies, Women Working with Immigrant Women must continue with the outreach programs and projects in order to continue meeting the above objectives.

ORGANIZATIONAL STRUCTURE

The organizational structure of Women Working with Immigrant Women is made up of the Board of Directors, committees of the Board and members at large, the general membership as well as the co-ordinator.

The Board of Directors may consist of up to 12 members, and the directors shall be drawn from the following:

- (a) Two members at large
- (b) A maximum of two of each committee of the organization with no more than two Board members from the same organization

The Board of Directors shall serve a one year term with an Annual Meeting and Annual Election taking place every December.

The Board of Directors for the period of December 1979 to December 1980 was made up of the following individuals:

- |     |   |                                     |
|-----|---|-------------------------------------|
| (a) | Chairperson                                       | Cleyde Afonso                       |
|     | Secretary   | Amal Umar                           |
|     | Treasurer   | Erica Mercer                        |
|     | Representatives of the<br>Education Committee     | Amal Umar<br>Mary Ellen Nettle      |
|     | Representatives of the<br>Health Committee        | Erica Mercer<br>Carolyn Eagon       |
|     | Representatives of the<br>Mental Health Committee | Cleyde Afonso<br>Alejandra Cumsilli |
|     | Members at-large                                  | Isabel Saiz<br>Nancy Thompson       |
|     | Co-ordinator                                      | Marilda Antunes<br>Marcie Ponte     |

- (b) Sub--Committees

Health Committee

Immigrant Women's Centre  
Birth Control & VD Centre  
Family Planning Services

Rusholme Clinic  
Planning Dept. City Hall  
Doctors Hospital

Erica Mercer  
Carolyn Eagon  
Elizabeth Parker  
Maria Herrera  
Kathey Mowatt  
Susan Berlin  
Elizabeth Moniz

Mental Health Committee

Immigrant Women's Centre  
Working Women Community Centre  
Centre for Spanish Speaking People  
Individual Member  
Individual Member

Cleyde Afonso  
Alejandra Cumsilli  
Monica Riutort  
Ana Bodnar  
Marilee Reimer

Education Committee

Cross Cultural Communication Centre Amal Umar  
Downtown Churchworkers Association Mary Ellen Nettle  
Participatory Research Project Deborah Barndt  
Cross Cultural Communication Centre Naldi Nomez  
Centre for Spanish Speaking People Julietta Fernandez

Co-ordinators for the years 1979-1980

During the year 1979-80 the position of co-ordinator was filled by Marilda Antunes and later by Marcie Ponte.

Employment  
Women

702 Spadina Avenue  
Toronto, Ontario

Downtown Churchworkers Association  
145 Adelaide Street West  
Toronto, Ontario

The Rusholme Clinic  
1304 Dundas Street West  
Toronto, Ontario

St. Christopher House-Adult Services  
304 Bathurst Street  
Toronto, Ontario

MEMBER ORGANIZATIONS OF W.W.I.W.

Working Women Community Centre 1072 A Bloor Street West Toronto, Ontario'	Alejandra Cumsilli
Bloor Bathurst Information Centre 1006 Bathurst Street Toronto, Ontario	Aletha Shirtliff
Opportunity for Advancement 111 Sun Row Drive Weston, Ontario	Susan Vander Voet
Times Change 932 Bathurst Street Toronto, Ontario	
Rexdale Immigrant Women's Centre c/o Thistletown Regional Centre 51 Panorama Court Rexdale, Ontario	Elizze Zack
Cross-Cultural Communication Centre 1991 Dufferin Street Toronto, Ontario	Naldi Nomez
Immigrant Women's Centre 348 College Street Toronto, Ontario	Erica Mercer
Birth Control & UD Information Cnt. 2828 Bathurst Street Toronto, Ontario	Carolyn Eagon
Scadding Court Community Centre 707 Dundas Street West Toronto, Ontario	Raquel Marzialle
St. Stephen's Community House 91 Bellevue Avenue Toronto, Ontario	Isable Saiz
Employment Services for Immigrant Women 702 Spadina Road Toronto, Ontario	Lois de Sheild
Downtown Churchworkers' Association 145 Adelaide Street East Toronto, Ontario	Mary Ellen Nettle
The Rusholme Clinic 1364 Dundas Street West Toronto, Ontario	Kathey Mowatt
St. Christopher House-Adult Services 364 Bathurst Street' Toronto, Ontario	Fernanda Perreira



YWCA of Metropolitan Toronto  
80 Woodlawn Avenue  
Toronto, Ontario

Nancy Thompson

Centre for Spanish Speaking Peoples  
582A College Street  
Toronto, Ontario

Monica Riutort

Family Planning Services  
37 Spadina Road  
Toronto, Ontario

Maria Herrera

Judith Wiseman  
Vaughan Road  
Toronto, Ontario

Ana Bodnar  
428 Palmerston Blve.  
Toronto, Ontario

Beatriz D. Tobak  
134 Wanless Avenue  
Toronto, Ontario

Portuguese Interagency Network

Marcie Ponte

DESCRIPTION OF COMMITTEES

Executive Committee

The Executive Committee works as the principle overseer of the work of the three working committees, ensures the implimentation of policies as determined by the organization.

Health Committee

One of the objectives of this committee has been to develop materials and approaches for presenting information to immigrant women. In keeping with its objective the committee chose the "Health In the 1980's Report" as the theme for its 1979 Seminar. Planning and organizaing this workshop led to the development of an informal relationship between the Health Committee and the Health Steering Committee responsible for the report. The seminar took place at the Ontario Institute of Studies in Education, with an attendance of 55. The Committee developed a "Formal" relationship with the Health Planning Committee of the Local Board of Health. To this end the committee made a successful Deputation on April 18 to the Board of Health to make formal its intentions to bring the Immigrant Women's viewpoint and participation to the reorganization process of the Public Health System.

The committee's work in this area involved attending Local Board of Health meetings to monitor developments in the proposed changes and to collect information on the following:

- (a) How the changes affect the delivery of Health care to Immigrant Women
- (b) How to effectively use the new system
- (c) How to make an input into the context of these new changes

A member of the committee was approached by the Ministry of Health to help organize a committee of individuals interested in co-ordinating and producing six half Television and Radio programs on pregnancy . The programs are directed towards the Portuguese Community and will begin in April 1981.

EDUCATION COMMITTEE

During 1980 this committee was active in the following:

- (1) Summer Project
- (2) Orientation Workshop and Evaluation Workshop
- (3) Tuesday Evening's Presentations at the Cross-Cultural Communication Centre
- (4) Social Animation Course for Community Workers

The summer project was planned in the early spring and it was built upon previous summer projects and other workshops. One job was to improve and update the information of the Immigrant Women's Directory which **was** first developed in the summer of 1978. The other job was to develop a map and analysis of the services for immigrant women in the Metropolitan area with the purpose of evaluating these services in terms of gaps and duplications, the constituents served and the sources of funding. This project was planned and supervised co-operatively with Downtown Churchworkers' Association.\*

In addition, this committee was responsible for the training and orientation workshop for all summer workers related to the agencies for immigrant people. For the same group a corresponding evaluation workshop was held at the end of the summer. The first workshop was very successful in helping students grasp an overview of the agencies and their services and programmes. This workshop was planned with the intent of eliminating duplications in summer work and to more efficiently inform the workers about the agencies and to provide opportunity for sharing and co-operation in the various projects. Many students participated for the full day. On the whole, the workshop achieved its purpose. However, the evaluation workshop was not successful because of the time it was held which was too late for **most** of the workers who were students and had to return to school. It is expected that in the coming year the committee will be able to plan or help co-ordinate summer projects with the various agencies to a greater extent than in the past. For certain, the orientation and evaluation workshops will be an ongoing part of this committee's work.



\*One of the discussion groups at the orientation workshop in the summer of 1980 at the Niagara Centre, Toronto

\*Copies of the new directory are available for 3.50\$. The report of the community analysis is available to the members of WWIW.

During September, Tuesday Evenings' Presentations were held at the Cross-Cultural Communication Centre. These were partially successful but once more there was the difficulty of having students return after they had finished their summer work.

In the spring and summer, the committee planned and organized a series of 10 workshops for "Social Animation". This series explored techniques and ideas pertinent to mobilizing community workers and their constituents through the greater use of group dynamics, drama, resource analysis, programme planning, the use of video, etc. In order to cover the cost of facilitation and the materials the funding was secured from Winterio. The involvement of the committee in the various steps of the development of the course was as follows:

- (1) Planning and organizing sessions
- (2) Needs Assessment sent to agencies and evaluated
- (3) Funding proposals and interviews for the same
- (4) On-going support and consultation with the facilitators
- (5) Evaluation of the series

The workshops were held at St. Christopher House, Adult Services and they were facilitated by Beborah Barndt and Winston Tinglin.

Although the final evaluation was not completed at this time, it was clear from the participation of the 15 community workers that these kind of workshops are needed and more often than once a year. As well as the learning of skills there was a great deal of awareness raising and sensitizing around cross-cultural concerns. The members of the group were looking for ways of actively supporting each other in their work.

This has been one of the most active years of the Education Committee and the members hope to continue with this kind of involvement.

Mental Health Committee

From January 1979 to December 1980 the Mental Health Committee met regularly once a month. In view of the limited participation in this committee the issue regarding the joining of the Mental Health Committee and the Health Committee was discussed. As a result of the discussions it was agreed that the Mental Health Committee should continue to work separately and at the same time attempting to involve new people in order to deal with specific programs needed. The committee also decided to co-operate with the Health Committee in more general areas, such as lobbying on behalf of immigrant women and health. It should be pointed out that the Mental Health Committee has since then been very successful in attracting new members.

From on going discussions the idea of a shelter for immigrant women emerged as a major concern. To this end the possibility of hiring a summer student to do a feasibility study was looked into. Unfortunately as a result of funding restrictions this was not possible, although this continues to be a major concern for the Mental Health Committee.

Workshop Series

As a short term response to the need and in view of the magnitude of the problem the committee has been working jointly with the Working Group for Support Counselling to provide a series of workshops which will allow counsellors to upgrade and improve their skills. These workshops were offered from October 24 to December 12 1980, from 2 - 5 p.m. with a participation of 15 counsellors from different community agencies. The content and resource people for the series were the following:

<u>CONTENT</u>	<u>RESOURCE PERSON</u>
Assessment	Judith Wiseman
Counselling & Referral	Susan Harris Bebora St. Clair
Legal Aspect	Margot Hallman'
Family Violence	Filomena Medeiros Maureen Whyte Bev Lever

Support Counselling Workshops Cont.

Alternatives (Panel)

Dr. Rafael Mendes Araya  
Shirely Small  
Maureen Whyte

Counselling Burnout  
Dependency Breakdown

Judith Wiseman  
Maureen Whyte

Evaluation

Future Work

Because of the success of the workshop and the positive feedback from the participants the Mental Health Committee intends to repeat this series in the Spring of 1981. Furthermore, as a suggestion from the group involved in the workshops this committee intends to provide a series of shorter workshops dealing more specifically with the area of counselling techniques. We anticipate to offer this series in the Fall of 1981.

In keeping with the main concern expressed in the previous page the committee will look into applying for a special project grant to hire a student in 1981 to conduct a research survey on the establishment of a shelter for immigrant women.

The committee will continue its outreach to involve new and potential members, the committee views this as a major task.

B. Downtown Church Women's Association

September 1980

Women's Work for Immigrant Women was selected by the Downtown Church Women's Association to act as a support group for the workers in the area of counselling with immigrants in Toronto. In more detail the responsibilities of the Committee as well as the objectives of the program are as follows:

- (a) provide co-ordination
  - (b) help in the development of
- held with immigrant women

This program was held to provide immigrant women with the opportunity to learn English in order to function independently in

PROGRAMS

A. Making Changes

July 4,1979 - August 22,1979

Making Changes was a project sponsored by Women Working with Immigrant Women, Black Education Project, Cross-Cultural Communication Centre and Employment Services for Immigrant Women. This was an eight week course (for immigrant women) one night per week from 7to 10p.m. and took place at the York Main Library.

The course offered the following:

- : opportunities in class to practise difficult situations e.g. job interview or telephoning
- : information about community agencies and services
- : information about going back to school
- : continued support after the course to help them carry out their plans.

The project was successful and brought out warm feelings and commonalities in the group which led to the genuine concern that the women felt for each other. Responses and evaluations from those women involved expressed the desire to have programs such as this on an on-going basis. Particular emphasis was placed on the areas of Oakwood, Eglinton, St. Clair and Marlee because these areas comprise a significant percentage of West Indian Women. The women were provided with an instructor and a childcare worker.

B. Downtown Churchworkers Association

September 29,1979 - May 1980

Women Working with Immigrant Women was selected by the Downtown Churchworkers Association to act as a sponsoring body for the worker in the area of education with Immigrant Women in Toronto. In more specific terms this meant that the Education Committee as well as the Executive Committee took on the following responsibilities:

- (a) provide co-ordination and information sharing
- (b) help in the development and evaluation of English Classes held with immigrant women

This program was able to provide immigrant women with the opportunity to learn English in order to function independently in

our society. This was accomplished by setting up English Classes at suitable times for instruction based on a functional approach to language. This means that the whole system of language is not learned, but only the part that is most helpful to the women. The women were able to cope better with work situations, home life, government and social services. This type of instruction is a basis on which an individual can continue to grow in the use and understanding of English. The contract has been renewed with The Downtown Churchworkers Association and Women Working with Immigrant Women. The Education Committee will continue to support the area worker to assure the future success of the program.

C. Workshop: Adult Education, Community Development  
And the Working Class

August 3, 1979

This workshop was sponsored by the Education Committee with the purpose of bringing together adult educators and other community workers to share and compare their own experience in working in the community. The workshop as well provided community workers to meet Tom Lovett a community worker in working class communities in Liverpool and Northern Ireland.

As a result of the workshops some community agencies showed interest in forming an action committee to further look into how to work from the realities of working class culture to build community action.

November 2nd



D. Seminars on Summer Projects

These were discussion seminars directed towards Summer Projects which took place in various community centres throughout the city and in the summer of 1979. The series was sponsored by Women Working with Immigrant Women and the Cross-Cultural Communication Centre.

The seminars provided the students with the opportunity to share the results of their summer projects with a wider audience of interested people from various community organizations.

Each session took place at the Cross-Cultural Communication Centre every Tuesday night for five weeks.

E. Workshop Series

October 5, 1979 - November 30, 1979

These workshops were designed through needs expressed by grass-roots community and social workers to discuss and formulate recommendations on Mental Health, Health, and Education Services to immigrant women. All of the workshops took place at the Ontario Institute of Studies in Education. Each individual workshop celebrated an attendance of 55 participants.

The workshops went as follows:

October 5th

Mental Health Committee

Areas of discussion:

- : What is Mental Health?
- : How do Mental professionals and Institutions view the problems of Immigrant Women and Mental Health?
- : How do Immigrant Community agencies view these same problems?
- : Working towards a solution:
  - (a) new and existing services
  - (b) working-class view of mental health

November 2nd

Health Committee

Area of discussion:

- : Patient's Rights and Citizens Involvement in Health Issues
- : Impact of the Social Environment on Health and the issues of Occupational Health
- : The Immigrant Woman's perception of Health Care Delivery and its relevance to the Childbearing Cycle (Lifestyles, Family Relationship and problems)

November 30th

Education Committee

Areas of discussion:

- : This workshop took a critical look at the Educational Services available for Immigrant Women also a critical evaluation of work done by different Community Organizations regarding education and immigrant women.

Following the series a half day workshop was held as a second phase of the work. This group of individuals reviewed the recommendations and discussed the implimentation of such recommendations for future work.

F. Summer Projects Co-ordination

In keeping with our objectives and in following up with work begun in the previous year with summer projects Women Working with Immigrant Women held a Summer Projects Co-ordination Workshop for summer students. The workshop was based on the following objectives:

- (a) to present students with information on various community agencies that deal with immigrant women
- (b) to discuss and design stratagies for carryngout the various summer projects

This was then followed up with a second series of seminars for the purpose of evaluating the work and sharing the results with a wider audience. The series of seminars were once again co-sponsored by W.W.I.W. and the Cross-Cultural Communication Centre.

G. Summer Project: Immigrant Women's Directory Update

In the summer of 1980 two students were hired by Women Working with Immigrant Women with funding from the Ministry of Culture and Recreation. The project was broken down into two parts:

1. Up-dating the 1978 Directory by checking on its content and finding additional information that should be included. This meant the student was directly contacting all of the agencies listed and securing the correct information.

2. Developing a map which clearly locates the present agencies which service immigrant women. This was done in order to discover duplications and gaps in the various services. The funding sources were also listed and any other valid information which will help to promote more comprehensive and effective services.

B. Portuguese

The co-ordinator has been working with the Director of the Portuguese Community Centre since 1975. The Centre is presently represented as the Director of the Centre.

The objectives of the Report are the following:

- (a) To identify the various agencies providing information of services and services to Portuguese immigrants in the Portuguese Community Centre.
- (b) To identify the various agencies providing services to Portuguese immigrants.
- (c) To provide a list of agencies providing services to Portuguese immigrants.

C. Ontario Council of Agencies Serving Immigrants

The objective of this organization is for the improvement of services to immigrants in Ontario. Several members of Women Working with Immigrants have been actively involved with OCASI through its various activities in the past year.

COLLECTIVE WORK WITH OTHER NETWORK ORGANIZATIONS

A. Unemployment Insurance Working Group

The co-ordinator as a representative of Women Working with Immigrant Women assisted this group in preparing proposals for suggested changes in the present Unemployment Insurance Act which affects a great majority of immigrant women. The committee stressed the need for bilingual officers in the Unemployment Insurance Centres. The co-ordinator of WWIW was involved with the production of a monthly newsletter.

B. Portuguese Interagency Network

The co-ordinator was again involved with the initial organizing of the Portuguese Interagency Network since 1978. Women Working with Immigrant Women is presently represented on the Board of Directors of the Network.

The objectives of the Network are the following:

- (a) To act as an agent for sharing information of community and social services agencies to the Portuguese Community
- (b) To identify problems and gaps in the services to the community
- (c) To provide interagency communication and social service action planning

C. Ontario Council of Agencies Serving Immigrants

The objective of this organization is for the improvement of services to immigrants in Ontario. Several members of Women Working with Immigrant Women have been actively involved with OCASI through its activities in the past year.

REFERRAL AND CONSULTATION

Women Working with Immigrant Women's referral services played an important part in its capacity as a community resource organization. Because the co-ordinator has been able to develop contacts with local cultural, community and specific interest groups she has the ability to meet people's needs by referring them to the appropriate agency. Besides asking for information on specific services some organizations and individuals often consult Women Working with Immigrant Women for more substantive matters. We recognize from our own work the importance of learning from the experience of others and their work. When the co-ordinator was hired consultations were held concerning a wide variety of matters as indicated below:

- Women Working with Immigrant Women requested a meeting with the Canadian Council of Christian and Jews to discuss the duplication of projects by their group
- The co-ordinator has been meeting with other community counsellors to develop on-going support within the group for the exchange and development of counselling skills to deal with the problems of Battered wives
- The co-ordinator and one member of the Executive Committee met with the Executive Director and a Board member from the Downtown Churchworkers Association to set up guidelines cooperatively
- W.W.I.W. was involved in the co-ordination and training and supervision of the Making Changes program held in the summer of 1979
- Orientation meetings were held with summer students from various agencies and to plan the sessions in October
- Two preparatory meetings with the executive to organize publicity and plan the workshop Adult Education Community Development and the Working Class
- Consultations with the Ministry of Cultural and Recreation regarding workshop development
- Family Planning Services and Health Planning Steering Committee and the local Board of Health met with the Health Committee to discuss and plan the Health Committee Workshop
- Collective work with a member of the Participatory Project to plan the Social Animation Course
- Collective work with the Working Group for Support Counselling to plan the Support Counselling Workshops

- W.W.I.W. held an information booth at the 1980 International Women's Day fair - International Women's Day
- Members of W.W.I.W. attended a half day Labour Workshop organized by Employment Services for Immigrant Women
- The Chairperson represented W.W.I.W. attended a three day conference which was sponsored by the YMCA
- Women Working with Immigrant Women was chosen as one of the models organizations by the Federal Government for other communities across Canada.

DEVELOPMENT OF MATERIALS

Women Working with Immigrant Women has been actively involved in the production and sale of information materials.

The first was an Immigrant Women's Directory. This was a special project funded by the Secretary of State. The directory includes information and identifies agencies where immigrant women can receive services in their first language. This was one of the first attempts to put together a resource book to aid immigrant women, and it has been very successful. The directory is also designed in such a way that a community worker, counsellor, or any other front-line social service worker can put a client in touch with the agency that can best meet her needs.

The second was a Resource Kit called "BY AND ABOUT IMMIGRANT WOMEN" it explores areas of interest and concern to immigrant women. It is organized to focus on these themes: employment, family, mental health and has been chosen to explore the different issues related to the three main topics. These topics have been chosen to concentrate on the present situation of immigrant women rather than the past. It is our hope that the kit will assist both people who work with immigrant women and also immigrant women themselves. The Kit was a major part of the workshop series because it included some of the information presented. Funding for the Kit came from Women Working With Immigrant Women and 100.00 dollars from the Downtown Churchworkers Association as a donation in kind.

Both of these materials have been since up-dated and were both co-sponsored by the Cross-Cultural Communication Centre.

MEDIA CONTACTS

- Julietta Fernandez of the Centre for Spanish Speaking Peoples was interviewed on T.V. Ontario on Immigrant Women and on behalf of Women Working with Immigrant Women
- Pamphlets were developed to promote the workshop series and W.W.I.W. they were widely distributed through television and radio programs as well as ethnic newspapers
- The co-ordinator has regular access to a Portuguese Television program with MacLean-Hunter Community Channel
- Press releases were sent to various community newspapers for the Cross-Cultural Communication Centre, Share etc.



DUTIES OF THE CO-ORDINATOR

The co-ordinator has been necessary in maintaining the on-going business of the organization and to stimulate further development in the co-operation of agencies to provide more adequate and suitable service to their constituencies.

The members of the executive all work full-time in their own agencies and all give considerable time to Women Working with Immigrant Women. The daily business of WWIW necessitates a full-time co-ordinator to co-ordinate and develop with the various committees educational sessions such as the Adult Education: Community Development Workshop.

The co-ordinator also handles all the administration work which includes the following:

1. Set up the office (stationary, telephone, bank account etc.)
2. Prepare materials and call for monthly Executive Committee meetings
3. Prepare a monthly report and other material for WWIW meetings
4. Review work of the Committees, call and attend all Committee meetings
5. Call meeting for the general membership

OUTREACH

1. Develop promotional material on Women Working with Immigrant Women
2. Compile a list of agencies we will contact
3. Prepare mailings: covering letters, brochures, questionnaires, etc.
4. Government and other agencies serving immigrant women

This also included the development of publicity and outreach for the sessions and workshops, the contacting of resource people locating the facilities, the co-ordination of the workshop agendas and follow-up work which always takes place.

In essence Women Working with Immigrant Women cannot continue in its process with the workshops and educational sessions for the community without the assistance of a full-time co-ordinator.

WOMEN WORKING WITH IMMIGRANT WOMEN  
FINANCIAL REPORT

Income:

Grants:	Last year ballance	103.55
	Secretary of State (Feb.26)	8,250.00
	Secretary of State (August 12)	17,325.00
	Ministry of Culture and Rec. (Summer Project Experinece 80)	2,262.50
	Winterio (Education Committee)	2,500.00
Other:	Membership, kits, directory	356.90

Total Income:

\$30,797.95

Expenses:

Salaries	11,850.00
Benefits	509.29
Telephone	433.70
Printing	46.40
Material	241.11
Honorarium	3,025.00

Total Expenses:

\$16,105.50

Balance on hand:

\$14,692.45