

ENGLISH-SPEAKING UNION

345 Madison Avenue, near 44 Street,
New York.

24 Bedford Street, Strand, London, W. C. 2,

June 5th, 1924.

Dear Halstead,

I have had the responsibility, during the years since I organized in the States the American division of the English-Speaking Union in the year 1918, of bringing into organization a number of posts throughout the country. The operations are really very simple. A group of men get together, and decide to form a post of the English-Speaking Union. They elect or select someone who agrees to act, at least for the time, as Chairman. It is desirable, of course, to secure for this position a representative citizen, and if the first man selected (usually the best man withing reach) hesitates on the ground of "other engagements", tell him that he must take hold at the outset, and that you will replace him later with somebody who would have more time to attend to the, not very complex, duties that may come up.

The more important post, from the practical point of view, is that of Secretary, who will also be elected or selected by the original or charter members. It will be for the secretary to do what is possible to gather in members for the local post. The responsibility rests also upon the secretary of sending to the headquarters a preliminary report of the original membership/