

4. That the Director of the Division of Statistics and Legislation be named Executive Director, and, as such, maintain a general supervision of the work of all divisions and committees, and report to the Director any failure in function on the part of a division or committee.

It is noted that annual meetings of members are not held regularly. Committees have become inactive because of the fact that their membership is scattered and, for financial reasons, it is difficult to bring the members together. Further, these committees have not been required to report at any stated time, as the Executive Committee and Board of Directors have met infrequently.

It is noted that specific problems have not, as a rule, been referred to committees, and that committees have not been provided with secretarial services.

Minutes of meetings should be kept for reference, and this has not been done regularly. An Annual Report has not been published.

It would be most desirable to have an annual report and permanent records of all other reports and publications. These should be kept and bound each year, so as to be readily available and to prevent their being lost or destroyed.

General experience would indicate the desirability of having permanent committees for each of the major items of the programme. Committees must have something to do and be required to report at stated times, or they die. In order that committees may function, a nucleus must be located at one point, with a sufficient number of members to do the work, outside members to be corresponding members. Committees to be most effective require secretarial service.

It is recommended that committees be appointed (see proposed organization) with a membership made up of professional workers and members of the corporation; that each committee have a nucleus of members at one centre sufficient to carry on the work; that all problems arising in the field of work of the committee be referred to that committee; that committees report formally at stated times; that secretarial services be provided and minutes kept.

The relationship between the National Committee and the official and voluntary agencies appears to be satisfactory. It would be desirable that the relationship between the National Committee and other organizations be, as far as possible, between the two offices rather than with individuals. This might be drawn to the attention of mental hygiene workers and they be requested to work through the National Committee in their relationships with other organizations when it is practical to do so.

It is noted that the National Committee is not affiliated with the Canadian Medical Association. It is recommended that there be such affiliation, and also that the National Committee take out an organization membership in other national organizations with which the work of the National Committee is related. This would give the National Committee an official status and representation.