

WOMEN'S EMPLOYMENT FEDERATION

(National Federation of Organisations concerned with
the Employment and Training of Educated Women.)

PATRON: H.M. THE QUEEN.

PAMPHLET

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PAMPHLET

ANNUAL REPORT, 1939

BEDFORD COLLEGE,
REGENT'S PARK,
LONDON, N.W. 1.

Tel.: Welbeck 5743

331.4094

EMPLOYMENT REGISTER.

The Federation has established a special register for women with qualifications and experience, suitable for appointment to posts of responsibility.

This Register is compiled in co-operation with the University and College Appointments Boards, and with the other organisations in a position to introduce suitable candidates. Women may make individual application, but will not necessarily be accepted. A Placing fee of 3% of the first year's salary is charged.

Employers desiring to fill senior vacancies can obtain short lists of selected candidates from this Register.

VACATION COURSES.

Vacation courses on careers for girls, for careers mistresses in schools, and other careers advisers, are arranged at the offices of the Federation. Particulars from the Secretary.

331.40941

3900053300

Women's Employment Federation

(National Federation of Organisations concerned with
the Employment and Training of Educated Women.)

BEDFORD COLLEGE, REGENT'S PARK, LONDON, N.W. 1

Tel. Welbeck 5743

Patron - HER MAJESTY THE QUEEN.

President DAME ELIZABETH CADBURY, D.B.E., J.P.

Vice-Presidents :

SIR ALAN GARRETT ANDERSON, K.B.E.
The VISCOUNTESS ASTOR, M.P.
The DUCHESS OF ATHOLL, D.B.E., M.P.
Miss S. R. COURTAULD.
The VISCOUNT HALIFAX, P.C., K.G., G.C.S.I., G.C.I.E.
Mrs. M. A. HAMILTON.
The COUNTESS OF LIMERICK.
The MARCHIONESS OF LONDONDERRY, D.B.E.
SIR DAVID MILNE-WATSON.
The DOWAGER LADY NUNBURNHOLME, J.P.
The VISCOUNTESS RHONDDA.
Mrs. ISRAEL SIEFF.
The LORD STAMP, G.C.B., G.B.E.
The LORD TRENT.
The VISCOUNT WAKEFIELD OF HYTHE, G.C.V.O., C.B.E.
HIS GRACE THE ARCHBISHOP OF YORK.

Executive Committee:

Chairman - - - - -	Miss G. JEBB.
Hon. Treasurer - - - - -	SIR WILLIAM H. PEAT, K.B.E.
Assistant Hon. Treasurer	Miss E. A. JONES.

L. E. BALL, Esq.
Dr. KATE BARRATT, C.B.E.
Mrs. BECK.
Miss A. BULLER.
Miss SYBIL CAMPBELL.
Miss B. A. CLOUGH.
Miss M. A. CULLIS.
Miss G. E. FORD.
Mrs. M. A. HAMILTON.
Miss E. McCALL.

Miss H. MARTINDALE, C.B.E.
Miss F. H. MELVILLE, J.P.
THE DOWAGER
LADY NUNBURNHOLME.
Miss N. PARKINSON.
Miss M. RACKSTRAW.
Miss M. ROBERTSON.
Miss P. STRACHEY.
Miss WOLSELEY-LEWIS.

Organising Secretary:
MRS. OLIVER STRACHEY.

Chief Officer Advisory Department:
MRS. D. L. WISE, J.P.

Women's Employment Federation.

SIXTH ANNUAL REPORT.

JANUARY, 1939—DECEMBER, 1939.

Introduction.

The sixth year of the Federation's life began in prosperity and expanding strength. For the first eight months of 1939 all went well. Membership and opportunity and work were all increasing and the prospects for the future seemed secure. But with the outbreak of war many of the hopes and achievements of peace are inevitably destroyed.

The Federation's task, however, remains. The young women who are leaving schools and colleges are entering a world which must make great calls upon their steadiness and strength. If the post war generation is depleted of its young men it will have all the greater need of its young women, and the endeavour to help them to develop their powers to the full is more urgent and more responsible than ever.

For older women, too, the Federation's help is needed. The right use of women power is important for peace and may well be essential for war, and the knowledge and experience which its expert members contribute to the Federation can now be fully used.

It is difficult in present circumstances to carry on voluntary organizations, however urgently needed they may be. With the co-operation of its members, however, the Federation will not abandon, or even interrupt its work.

H.M. The Queen.

During this year H.M. The Queen has graciously consented to become Patron of the Federation. This honour was conferred after a visit paid by Her Majesty and the Duchess of Kent to the office in Bedford College on October 3rd.

Bedford College.

The Federation owes the Council of Bedford College a deep debt of gratitude for offering office accommodation to the Federation when, at the outbreak of war, the premises in Marsham Street seemed likely to prove unsafe and for allowing them subsequently to rent rooms until the College is reinstated.

Work.

During 1939, the work of the Federation—always many-sided—has been extended to meet wartime emergencies so that the record falls into two parts, the normal and the war work.

I. Normal Work.

The main activity of the Federation continues to be the advisory service to which all the other Departments are subsidiary.

i. ADVISORY DEPARTMENT.—During the first eight months of the year the work of this Department increased steadily. 3,254 individual consultations were given, many of which were outside London, as well as 74 lectures to schools and six broadcast talks. The Vacation Course in January was attended by 20 students. Visits to collect information numbered 231.

With the outbreak of war the Advisory work was at first interrupted but before a week was over enquiries had begun, and during September and October the rush of applicants seeking advice became almost overwhelming. 895 consultations were given in September alone, and the total between September and the end of year was 1,972. These consultations were additional to those given for the Emergency Register and represent the call for help made upon the Federation by the general public during the time when everything in the educational world was in confusion and when unemployment among women was severe.

The officers of the Department realized that this rush of work arose from the fact that no one knew how war conditions were actually affecting trainings, scholarships and prospects of employment, and in spite of the stress under which they were working, they made time to collect and issue to members by October a fully revised addition of the Training Memorandum which contained the new addresses and other changes in training centres of all kinds which had been caused by evacuation and war conditions. This Interim Report was widely reviewed in the Press and has had a steady sale. In its preparation the co-operation of the member organizations of the Federation once more proved to be invaluable. The enquiries necessary for its completion were so many that the statistical record entirely broke down.

Lectures to schools were not often possible during the autumn term and only four were given; but in response to urgent requests the Vacation Course was held as usual in

January, 1940, not merely once but twice. Each Course lasted three days.

ii. LOAN TRAINING FUND. The Federation's own Loan Fund granted five fresh loans (one of which was a loan shared with a co-operating fund) in the year, and through the Joint Loan Fund Committee nineteen further cases have been helped by the co-operating funds. Nine of those helped by the Federation in previous years have paid off their debt in 1939 and twelve are making regular repayments.

On the outbreak of war the Loan Committee decided to make no fresh loans until the prospects of employment could be anticipated. The small balances in the fund were held available for emergency assistance to any of those already in receipt of loans who might be in unexpected difficulties. Close contact has been maintained with the co-operating loan funds, and as soon as prospects (and funds) allow, new cases will be considered.

iii. INSURANCE.—The experiment begun in 1938 of calling attention to the benefits of educational and other early insurances specially appropriate to women was continued from January to June. During that time 211 special visits were paid and a number of short talks given to parents and others interested in the subject.

With the outbreak of war the work of this Department was suspended.

iv. JOINT PLACING REGISTER.—This Department was in an encouraging state during the first eight months of the year. After an uphill struggle it seemed at last to be getting established as the agency for placing senior women in responsible posts, and it was becoming well known. The imposition of placing fees, which had been approved by a vote of the members in 1937, was working satisfactorily, and in March the registration fee was abolished.

761 experienced women (for the most part still in posts below their capacity) were enrolled on the Register, and in the eight months 99 posts at £300 per annum and over were dealt with, of which 46 were directly filled through the Department (these figures must be compared with 151 posts and 38 placings in the whole of 1938). £170 was received in placing fees, and more was due to come in by instalments.

When the Emergency Register was established in March all applicants on the Joint Placing Register were invited to enrol, but the two registers, being for different purposes, functioned separately until the end of August.

When, however, all work took on the character of war work and the wave of professional unemployment hit all applicants alike, the differences disappeared. The Joint Placing Register was accordingly merged into the Emergency Register during September and the placing fees were discontinued.

The achievement of building up this Department is partly due to the system of co-operation by which the Federation functions but largely to the magnificent work of its Hon. Secretary, Miss B. A. Clough. Day by day since January, 1935, she has guided its fortunes, interviewed its callers and selected its applicants, and built up for it a reputation for wisdom and kindness which originated in herself. When in February she resigned the headship of the Department and was succeeded by Miss Brinsley-Richards, she still continued to work for it almost as continuously as before, and no words can express the debt which the Federation owes her.

II. War Work.

i. THE EMERGENCY REGISTER.—As reported last year, the Federation offered its services to the Ministry of Labour in the crisis of September, 1938, and in January, 1939, the Government decided to establish a Central Register of men and women specialists who were willing to be called upon in the event of war, and to appoint an Advisory Council and a number of technical Committees to assist the Ministry in its contacts with Universities and professional associations. The Minister of Labour and the Lord Privy Seal invited the Federation to appoint a woman member to the Advisory Council, and Miss Martindale accepted this position. Subsequently women nominated by the Federation were appointed to the Linguists, the Universities and the Administration and Management Committees.

Simultaneously with the establishment of the Central Register the Federation decided to open its own Emergency Register for skilled women, and it was from the outset agreed that those enrolling with the Federation, whose experience made them appropriate for the Central Register, should be accepted there without fresh application. Similarly those women who applied individually to the Central Register, but were not appropriate for inclusion, were advised by the Ministry to enrol in the Emergency Register. This procedure, which was adopted in February, has been in force throughout the year.

The first step taken to make known the Emergency Register was a Conference on War Service for Women

which was held at the Millicent Fawcett Hall, on February 11th, at which the leaders of all the women's services explained the forms of war work for which women were already being enrolled. The Chair was taken by Miss Jebb, and the speakers were the Dowager Marchioness of Reading (Women's Voluntary Services), Dame Beryl Oliver (British Red Cross), Dame Helen Gwynne Vaughan (Women's Auxiliary Territorial Service), Miss Puxley (Auxiliary Nursing Service), Lady Denman (Women's Land Army) and Lady Victoria Hicks Beach (Women's Farm and Garden Association). The substance of their speeches was put into the form of a pamphlet, "Emergency Services for Women" which was circulated to all members and had a wide sale.

In opening its Emergency Register, the Federation, as ever, relied upon the co-operation of its members. Over 5,000 forms inviting applications were distributed by them and specially close co-operation was secured with the Federation of British Soroptimist Clubs which not only distributed forms but interviewed and classified applicants in all parts of the country. Close working co-operation was arranged with the Joint Agency for Women Teachers (in respect of all applicants possessing experience in that profession), with the National Council of Girl's Clubs and the British Association of Dietitians, all of whom maintain war registers of their own which collaborate in detail with the Emergency Register.

The issue of forms for enrolment was very quickly followed by large numbers of applications, and a system of individual interviews was immediately set up. Emergency premises were taken in a small and dilapidated shop opposite the Federation's offices, and from March onwards this became the scene of incessant activity. By the end of August over 2,000 women had been interviewed and their cards classified according to the skilled service they could offer. This office, of course, became a centre for information of many other kinds. In addition to those qualified for registration many hundreds were seen and advised how to enrol in the A.T.S., the Auxiliary Nursing Service or Land Army, as well as how to get into touch with all forms of voluntary service for A.R.P., the Fire Service, the Evacuation scheme, etc. It was interesting to note how the volume of work in this shabby little shop fluctuated with the state of affairs in Europe. Whenever tension increased, applicants came pouring in, and during the last anxious days of August it was crowded to the doors.

On Monday, September 4th, when war had been declared, the offices of the Federation were moved to Bedford

College but by then the rush of applications was so enormous that it seemed impossible to close the emergency office at once. Even while the move was in progress interviews continued, on the stairs, in the street and even inside the removal van, and the difficulty of keeping track of records and cards in such conditions was severe. At that period over 200 interviews were given each day and the post brought even larger numbers of enrolments, besides enquiries of every sort and kind. By the end of the first week of the war, the public had found their way to the new offices, and from 9 in the morning till 9 at night they poured in to offer their services to the nation.

All through September and October the number of enrolments continued, and it was not until the Register had passed 5,000 that the pressure began to slow down.

Meanwhile the position with regard to the employment of professional and skilled workers grew steadily worse. On all sides women who were in apparently secure posts found themselves dismissed or under notice, and no new work appeared. The co-operation of the Federation with the Central Register was extended after the outbreak of war to include the filling of posts. Arrangements were made whereby posts which could not be filled from the Central Register itself were passed to the Federation as well as to the Divisional Offices of the Employment Exchange Department, but for a long time very few such posts existed. Except for technical and scientific work there was practically no demand for skilled workers, whether men or women; it was not until the last week in November that any change in this position took place. From then, however, until the end of the year posts began to come in, and the Emergency Register had secured 65 placings by January 1st. The level of salaries offered was in almost every case below the pre-war level.

The Emergency Register was throughout dependent upon the skill and devotion of voluntary workers. The list of those who have carried it on is very long and is headed by Miss O. King who took charge of its cards and indexes, and instantly became the central point upon which the order and method of the whole enterprise depended. From the moment when she scrubbed the floor of the emergency shop and fitted it up with improvised furniture to the present day, Miss King has been in charge and nothing at any stage has gone wrong.

Special thanks are due to two of the member organizations which brought their staff to the help of the Register during the period of greatest pressure, namely the London

and National Society for Women's Service, and the National Union of Students, and also to the following secretarial colleges which duplicated letters and notices at short notice and without charge:—

Davies's,
The Dilys Ajax Secretarial College,
The Triangle Secretarial School,
The Vocational Training College.

The individual voluntary workers have become so close a part of the Federation that it is as invidious to thank them as to thank the staff; but their names must be recorded:—

Dr. Aikin Sneath	Mrs. Liveing
Miss Armstrong	Miss Mason
Miss Blackwell	Mrs. Matthews
Miss Boys Smith	Miss Meade
Miss Burton	Dr. Mercer
Mrs. Burton	Miss Moggridge
Miss Caldcleugh	Miss Morton
Miss Chambers	Miss Nixon
Miss Chappel	The Dowager Lady
Miss Clayton	Nunburnholme
Miss Connolly	Miss N. Parkinson
Miss Clough	The Hon. Eleanor Plumer
Mrs. Crews	Miss Reekie
Mrs. Daniels	Miss Retchford
Miss Duffus	Miss Robertson
Miss Fawcett	Miss Robinson
Miss Fraser	Mrs. Sanders
Miss Gray	Miss Shepherd
Miss Greey	Miss Stephen
Miss Hall	Miss Stewart
Mrs. M. A. Hamilton	Miss Stott
Miss Hardwick	Miss P. Strachey
Miss E. A. Jones	Mrs. Thorpe
Mrs. Kerr	Mrs. Todd
Miss O. King	Miss Tonter
Mrs. Knollys	Miss Whyte
Miss Lange	Miss Wise
Miss Lankaster	Mrs. Woodcock

Membership.

On January 1st, 1939, the membership of the Federation included 77 constituent societies, 235 corporate associations, 16 employer members and 175 individuals (total 503). During the eight months before the outbreak of war the membership increased to 81 constituent societies, 301 corporate associations, 17 employer members and 226 individuals (total 625). The growth of membership during this period was greater than ever before, and included the affiliation of two local Education Authorities which joined

the Federation on behalf of 28 schools on the special terms for such membership.

In the four months following the outbreak of war the expansion of membership practically stopped, and one constituent, 22 corporate and 2 individual members were obliged by the circumstances of the time to resign. A considerable number of others (notably schools and training centres in evacuation areas) have fallen into arrears, but a very large number of these have undertaken to resume active membership as soon as they possibly can.

Annual Meeting: Executive Committees and Officers:

The Annual Meeting was held at Women's Service House, on February 11th, 1939. The Chair was taken by Miss Jebb, Chairman of the Executive Committee.

At this meeting Dame Elizabeth Cadbury was re-elected President, Sir William H. Peat, Hon. Treasurer. The following were elected to the Executive Committee:—

Miss M. B. Ambrose	Miss E. McCall
L. E. Ball, Esq.	Miss F. H. Melville
Dr. K. Barratt	Miss H. Reynard
Miss S. Campbell	Miss M. C. Robertson
Miss B. A. Clough	Miss P. Strachey
Miss M. A. Cullis	Miss Wolseley Lewis
Hon. S. Fletcher Moulton	Brigadier E. de L. Young
Miss G. Jebb	

Two resolutions dealing with the policy to be pursued by the Federation in relation to the national emergency were discussed and adopted.

i. On the motion of Miss Jebb on behalf of the Executive Committee:

“That the Women's Employment Federation be authorized to assist in the organization of educated women for war emergency work, by co-operation both with official and voluntary schemes.

Provided that, both in normal times and in times of emergency, provision be made for the regular continuance of the careers advisory work for schools and colleges.”

ii. On the motion of Miss Maughan (National Society's Training College in Domestic Science) seconded by Miss Fergusson (Association of Teachers of Domestic Science):

"That all schemes of organization dealing with the service to be asked of women in the case of a national emergency should ensure that women are asked to undertake the work for which they are best suited by training and experience."

The question of the scale of fees to be charged by the Advisory Department was discussed and, on the motion of Miss Jebb on behalf of the Executive Committee, it was agreed:

To charge

- i. A fee of 5/- to the general public for consultations on the subject of trainings and choice of careers.
- ii. A fee of 2/6 to the general public for consultations on the search for employment.
- iii. A fee of 1/- for all types of consultation with people introduced by members.

(It being understood that in each case these fees cover not only the first but any subsequent consultations by the same person).

Further, to grant discretionary powers to the Department to reduce or remit these fees in special cases."

At the meeting of the Executive Committee following the Annual Meeting, Miss Jebb was appointed Chairman of the Committee and Miss M. B. Ambrose, Hon. Assistant Treasurer.

The additional places on the Committee were filled by the co-option of:

Miss A. Buller
Miss Ford
Miss H. Martindale
Miss Menzies
Miss M. Rackstraw

In May, Miss Ambrose was obliged to resign from the position of Hon. Assistant Treasurer owing to work outside London. This was a grievous loss to the Federation to whose work she had given much thought and time during three-and-a-half years of its financial vicissitudes.

Miss E. A. Jones, who had been a member of the Executive Committee in 1934 and 1935, accepted the invitation of the Committee to take her place.

Later in the year, owing to difficulties arising from evacuation and war service, the resignations of Miss Menzies, Miss Reynard, Brigadier Young and Miss Fletcher Moulton were received, to the great regret of the Committee. The vacant places were filled by the co-option of:

Mrs. Beck
Mrs. M. A. Hamilton
The Dowager Lady Nunburnholme
Miss N. Parkinson

Finance.

i. THE NORMAL WORK OF THE FEDERATION.

At the beginning of 1939 the finances of the Federation were easier than ever before, owing to the increased revenue secured in 1938 and the grant of £2,000 from the Carnegie Trustees for 1939.

The Committee decided that it would be wise to use the time of comparative prosperity in an increased effort to secure such wide membership and such opportunities for work as would bring in an adequate recurring income. The success of this policy is revealed in the record of new members and increased fees detailed elsewhere in this report, from which it seems probable that, had the war not disrupted all normal life, the Federation might have reached a practically self supporting position by the end of the year.

During the eight months before the war the finances of the Federation were helped by many generous gifts. A second grant of £50 was received from the London Parochial Charities, and donations totalling £208 8s. 9d., as well as annual subscriptions amounting to £87 1s., were received from individual "Old Girls" of a number of schools to whom particulars of the Federation were sent out. The Federation owes special thanks to those former Headmistresses and the friends of these schools who allowed messages from themselves to be included with the Federation's letters, namely Miss Faithfull, Miss Morrison, Miss Wolseley-Lewis, Miss Abbott, Miss Child, Miss Hoyle, Miss Silcox, Miss Julia Grant, Mrs. White, Miss Neville Rolfe, Miss Steel, and Miss Ash.

On the outbreak of war the financial outlook of the Federation, as of all other voluntary organizations, caused the gravest anxiety. There was enough in hand to carry on the essential parts of the work until the end of the year, but the prospect for 1940 was alarming, as a substantial drop in subscriptions and earnings, and a cessation of new

membership and donations seemed inevitable. The Committee set against this prospect their conviction that the Advisory work would be more needed than ever, and resolved once again to have faith.

They continued, therefore, to plan for the future, and refused to reduce the efficiency of the work or to add to the volume of unemployment by dismissing staff. They did, it is true, consider what could be done should funds fail entirely in January, and endeavoured to devise ways of preserving the continuity of the Federation's records and information, even if active work must cease. The staff looked for voluntary workers to take their own places and offered to accept purely nominal pay, but before any of these plans needed to be put into operation the position began to improve. Members in increasing numbers wrote to say that they would try to continue their support and advisory consultations and lectures and other work began to be demanded. By the end of the year the Committee felt it was safe to estimate that the Federation could count on at least half of the income earned in 1939.

In December the anxieties inseparable even from this improved position were temporarily lifted by the generosity of the Carnegie Trustees. The report on the use made of their grant for 1939 was submitted in November and as an emergency measure an interim grant of £800 was made to carry on the Federation's work until the end of April, 1940.

ii. THE EMERGENCY REGISTER.

The finances of the Federation itself have, from the first been kept entirely separate from those of the Emergency Register, and none of the subscriptions or donations received for the normal work have been spent upon the emergency work. A special fund was opened in March by substantial gifts from the Viscountess Astor, M.P., and the Dowager Lady Nunburnholme. The costs of the Emergency Register were small, owing to splendid voluntary help, but after war broke out they rose slightly because of the vast increase of enrolments. An appeal therefore became necessary in October, which met a most encouraging response, including further substantial gifts from Lady Nunburnholme, Miss S. R. Courtauld and Dame Elizabeth Cadbury, as well as a large number of smaller sums from Americans living in England, and from other friends of the Federation. The money so raised together with donations from those placed, has been adequate to meet the costs.

Conclusion.

Last year the Annual Report ended with the statement that the initial difficulties of establishing the Federation had been overcome. This year, instead of being able to show stability and continued expansion, the Report has had to deal with crisis and anxiety of every kind. In the face of the calamity of war the fate of a voluntary organization is of small importance; and yet in its own sphere the Federation stands for and represents the things for which this country is fighting. In its own organization the Federation is strictly democratic; in its method of work it relies upon the co-operation of other independent organizations; and its aim is the full and free development in women of their individual capacity and skill. These are the forms, the methods and the aims of democracy itself; and if, through its work, the Federation can contribute to the moral of the women of the country, if it can ease their employment difficulties, and if, above all, it can help and guide the young women upon whom heavy responsibilities must fall in the future, then the money, the thought and the effort which have gone to its creation and preservation will be justified.

RECEIPTS AND PAYMENTS ACCOUNT FOR

	£	s.	d.	£	s.	d.
To BALANCE IN HAND at 1st January, 1939				1	15	0
„ SUBSCRIPTIONS—						
Constituent Organisations	153	6	0			
Corporate Bodies	483	17	0			
Individual Members	402	4	0			
Employer Members	45	18	0			
Income Tax rebate	87	15	5			
				1,173	0	5
„ DONATIONS—						
Carnegie United Kingdom Trust	2,400	0	0			
York Trust...	25	0	0			
London Parochial Charities	50	0	0			
General	227	0	11			
				2,702	0	11
„ SERVICES RENDERED—						
Interviewing Fees, etc.	118	14	6			
Cambridge University Women's Appointments Board for Special Services	26	13	4			
Lectures and Articles	66	13	6			
Sale of Training Memorandum and Literature	37	4	11			
Vacation Course	28	4	0			
				277	10	3
„ JOINT PLACING REGISTER—						
Fees, etc.	191	2	8			
„ INSURANCE DEPARTMENT—						
Commission	30	16	10			
„ DIVIDEND — Shares “English-woman Company”	22	1	5			

NOTE.—The Bank hold a personal guarantee in the sum of £150.

£4,398 7 6

We have prepared the above account from the Books and it to be in accordance therewith. The Balances at Bank at certificate and we also hold a Bank Certificate stating that 330 are held in the names of nominees on behalf of the Federation.

13-14, DARTMOUTH STREET, WESTMINSTER, S.W. 1.

21st February, 1940.

THE YEAR ENDED 31st DECEMBER, 1939.

	£	s.	d.	£	s.	d.
By BALANCE AT BANK at 1st January, 1939 (Overdraft)	599	4	10			
B Account (Overdraft)	9	12	6			
				608	17	4
By GENERAL—						
Salaries & National Insurance	779	17	3			
Rent and Cleaning	110	8	0			
Lighting and Heating	15	0	1			
Printing, Stationery and Office Expenses	290	3	11			
Postage, Telephone & Telegrams	115	9	8			
Hire Purchase of Typewriters	10	10	0			
Audit and Accountancy Fees	6	6	0			
Travelling & Sundry Expenses	30	6	10			
Insurance	3	13	0			
Purchase of Office Equipment	29	5	6			
Advertisements	7	0	0			
Bank Charges	10	8	4			
				1,408	8	7
„ ADVISORY DEPARTMENT—						
Salaries & National Insurance	1,211	16	4			
Rent and Cleaning	154	0	0			
Lighting and Heating	24	7	8			
Postage	28	18	7			
L.C.C. Licence	1	2	0			
Speakers' Expenses	£52	7	2			
Less: Refunds	42	9	1			
				9	18	1
Vacation Course	20	19	2			
				1,451	1	10
„ JOINT PLACING REGISTER:						
Salaries & National Insurance	251	19	7			
Rent and Cleaning	37	10	0			
Postage	15	18	0			
Lighting and Heating	5	12	7			
				311	0	2
„ INSURANCE DEPARTMENT—						
Salaries & National Insurance	131	9	10			
Travelling Expenses	10	0	0			
				141	9	10
„ GRANT FOR LOAN FUND ADMINISTRATION						
...				69	17	1
„ SUBSCRIPTIONS TO OTHER ORGANISATIONS						
...				1	4	0
„ CASH AT BANK AND IN HAND at 31st December, 1939, and Amount due—						
At Bank	367	10	7			
In Hand	4	5	0			
Amount due from Emergency Fund for Expenses	34	13	1			
				406	8	8
W. H. PEAT, <i>Hon. Treasurer.</i>				<u>£4,398</u>	<u>7</u>	<u>6</u>

Vouchers of the Women's Employment Federation and certify 31st December, 1939, have been certified to us by means of a 7/- fully paid Ordinary Shares of "The Englishwoman Ltd."

E. WATTS & Co., *Chartered Accountants. Auditors.*

		LOAN BALANCE SHEET AS AT					
		£	s.	d.	£	s.	d.
CENTRAL FUND—							
Balance as at 1st January, 1939, including Returnable Loan of £40	...	1,007	4	3			
Add: Balance per attached Account	...	72	2	3			
					1,079	6	6
KING GEORGE'S JUBILEE TRUST FUND—							
Balance as at 1st January, 1939	...	162	1	6			
Less: Grant made during year	...	2	13	6			
					159	8	0
CIVIL SERVICE FUND—							
Balance as at 1st January, 1939	...		61	16	6		
LONDON & NATIONAL SOCIETY FOR WOMEN'S SERVICE—							
Amounts advanced for Loans	...		317	7	0		

£1,617 18 0

We have prepared the above Balance Sheet and accompanying Federation (Loan Fund) and certify them to be in accordance therewith certified to us by means of certificates.

13-14 DARTMOUTH STREET, WESTMINSTER, S.W. 1.
21st February, 1940.

(16)

		FUND. 31st DECEMBER, 1939.					
		£	s.	d.	£	s.	d.
CENTRAL FUND—							
Loans outstanding at 1st January, 1939	...	529	4	5			
Less: Repayments during year	...	72	0	0			
		457	4	5			
Add: Loans advanced during year	...	162	8	11			
		619	13	4			
Cash at Bank at 31st December, 1939...	...	459	13	2	1,079	6	6
(NOTE.—The sum of £396 which is included in the Balance of £459 13s. 2d., is earmarked for future loans).							
KING GEORGE'S JUBILEE TRUST FUND—							
Loans outstanding at 1st January, 1939	...	156	11	2			
Less: Repayments during year	...	33	11	8			
		122	19	6			
Add: Loans advanced during year	...	28	14	6			
		151	14	0			
Cash at Bank at 31st December, 1939...	...	7	14	0	159	8	0
CIVIL SERVICE FUND—							
Loans outstanding at 1st January, 1939	...	16	0	0			
Less: Repayments during year	...	16	0	0			
		-	-	-			
Cash at Bank at 31st December, 1939...	...	61	16	6			
LONDON & NATIONAL SOCIETY FOR WOMEN'S SERVICE—							
Loans outstanding at 1st January, 1939	...	333	0	0			
Less: Repayments during year	...	135	11	8			
		197	8	4			
Add: Loans advanced during year	...	118	17	0			
		316	5	4			
Cash at Bank at 31st December, 1939...	...	1	1	8	317	7	0
CASH AT BANK—							
Deposit Account	...	300	0	0			
Current Account	...	230	5	4			
		530	5	4			
Less: Credited above—							
Central Fund	...	£459	13	2			
King George's Jubilee Trust Fund	...	7	14	0			
Civil Service Fund	...	61	16	6			
London and National Society for Women's Service	...	1	1	8			
		530	5	4			

W. H. PEAT, *Hon. Treasurer.*

£1,617 18 0

Account from the Books and Vouchers of the Women's Employment with. The Balances at Bank at 31st December, 1939, have been

E. WATTS & CO., *Chartered Accountants. Auditors.*

(17)

CENTRAL
REVENUE ACCOUNT

	£	s.	d.
To Salary... ..	71	2	6
„ Rent	8	10	0
„ Postage	10	4	7
„ Audit Fee	5	5	0
„ Insurance	4	12	0
„ Bank Charges	0	12	6
„ BALANCE carried to Balance Sheet	72	2	3
	£172	8	10

EMERGENCY
RECEIPTS AND PAYMENTS ACCOUNT

	£	s.	d.	£	s.	d.
To DONATIONS—						
General	784	2	0			
Placing	29	9	6			
Applicants	5	0	3			
				818	11	9
„ SALE OF BOOKLET					25	17
„ LECTURE FEE					1	1
					£845	9
					11	

We have prepared the above Account from the Books (Emergency Fund) and certify it to be in accordance therewith certified to us by means of a certificate.

13-14, DARTMOUTH STREET, WESTMINSTER, S.W. 1.
21st February, 1940.

FUND.

FOR THE YEAR ENDED 31ST DECEMBER, 1939.

	£	s.	d.
By General Donations to Loan Fund	57	11	0
„ Subscriptions to Loan Fund	14	14	6
„ Donations for work of Joint Committee of Co-operating Loan Funds	25	5	0
„ Grant from Women's Employment Federation—General Fund	69	17	1
„ Deposit Interest	2	1	3
„ Amount reserved written back	3	0	0
	£172	8	10

FUND

FOR THE PERIOD 1ST MARCH TO 31ST DECEMBER, 1939.

	£	s.	d.	£	s.	d.
By Preliminary Expenses	47	18	8			
„ Salaries and Insurance	219	3	7			
„ Workers' Expenses	37	7	4			
„ Rent	89	0	0			
„ Light and Heat	14	1	10			
„ Telephone and Postage	60	1	7			
„ Printing and Stationery	127	11	10			
„ Bank Charges, Fares and Sundries	16	9	1			
				611	13	11
„ CASH AT BANK AND IN HAND AT 31ST DECEMBER, 1939—						
At Bank	265	17	10			
In Hand	2	11	3			
				268	9	1
Less: Amount due to General Fund	34	13	1			
				233	16	0
				£845	9	11

W. H. PEAT, *Hon. Treasurer.*

and Vouchers of the Women's Employment Federation with. The Balance at Bank at 31st December, 1939, has been

E. WATTS & CO., *Chartered Accountants. Auditors.*

LIST OF MEMBERS: JANUARY 1st, 1940.

UNIVERSITIES, UNIVERSITY APPOINTMENTS

BOARDS AND COLLEGES. (31)

- *Bedford College for Women, University of London.
- *Bristol University Appointments Board.
- *Cambridge University Women's Appointments Board.
- *Edinburgh University Appointments Board.
- *Glasgow University Appointments Committee.
- *King's College, University of London.
- *Leeds University.
- *Liverpool University.
- *London School of Economics, University of London.
- *London University Appointments Board.
- *Manchester University Appointments Board.
- *Marischal College, University of Aberdeen: Appointments Committee.
- *Melbourne University Appointments Board.
- *Oxford University Appointments Committee (Women's Sub-Committee).
- *Queen Mary College, University of London.
- *Radcliffe College, Cambridge, U.S.A.
- *Reading University.
- *Royal Holloway College, University of London.
- *St. Andrew's University: Women's College.
- *Sheffield University Appointments Board.
- *Society of Oxford Home Students.
- *Somerville College, Oxford.
- *Sydney University: Women's College.
- *Trinity College, Dublin: Appointments Association.
- *University College of the South West, Exeter.
- *University College, Hull.
- *University College, Leicester.
- *University College, Southampton: Appointments Board.
- *University College, University of London.
- *University of Wales.
- *Westfield College, University of London.

SCHOOLS. (240)

- | | |
|--|------------------------------------|
| The Abbey, Malvern Wells. | Belvedere School, Liverpool. |
| Alderman Wraith School,
Spennymoor. | Beresford House, Eastbourne. |
| Alice Ottley School, Worcester. | Berkhamsted Grammar School. |
| Ancaster House, Bexhill. | Birkenhead High School. |
| Andover Grammar School. | Boston High School. |
| Arnold High School, Blackpool. | Bradford Girls' Grammar School. |
| Ashbourne Grammar School. | Brentwood County High School. |
| Ashford High School, Kent. | Bridlington High School. |
| Badminton School. | Brigg Girls' Grammar School. |
| Barton-on-Humber Grammar School. | Brighouse School, Yorkshire. |
| Bartrum Gables, Broadstairs. | Brighton and Hove High School. |
| Baston School, Hayes, Kent. | Brondesbury & Kilburn High School. |
| Battle Abbey School. | Burford House School. |
| Bedbury Park, Goudhurst. | Burgess Hill P.N.E.U. School. |
| Belstead School, Aldeburgh. | Burlington School, London. |
| | Caistor Grammar School. |

* Constituent Organisations responsible for policy.

SCHOOLS.—Continued.

- | | |
|---|--|
| Camborne County School. | Godolphin School, Salisbury. |
| Cavendish Girls' High School,
Buxton. | Gowan Lea, South Woodford. |
| Central Newcastle High School. | Grange High School, Bradford. |
| Challoner School, S.W. 7. | Grey Coat Hospital, Westminster |
| Channing School, Highgate. | Harrogate: Convent of the Holy
Child. |
| Cheltenham Ladies' College. | Harvington School, W. 5. |
| Chesterfield Girls' High School. | Hawnes School, Amptill. |
| Chingford: Dominican Convent. | Hayes Court, Kent. |
| Chiswick County School for Girls. | Headington School, Oxford. |
| City of Bath Girls' School. | Heanor County Secondary School. |
| City of Worcester Sec. School. | Heathfield, Harrow. |
| Claremont School, Esher. | Herbert Strutt Secondary School,
Belper. |
| Cleethorpes Girls' Grammar School. | Hertfordshire & Essex High School,
Bishop's Stortford. |
| Clifton High School. | Hill House School, Upminster. |
| The College, Goudhurst, Kent. | Holme Valley Grammar School,
Huddersfield. |
| Coleraine High School, N. Ireland. | Homelands Secondary School, Derby. |
| Colston's Girls' School, Bristol. | Horncastle Grammar School. |
| Commonweal School, Purley. | Hornsey High School. |
| Copthall County School, N.W. 7. | Horsham High School. |
| County Girls' School, W. 5. | Howell's School, Denbigh. |
| Cowley Girls' School, St. Helen's. | Hull High School. |
| Cranley School, Edinburgh. | Hull: Newland High School. |
| Crossley and Porter Schools, Halifax. | Hunmanby Hall, Yorkshire. |
| Croydon High School. | Ilkeston County Secondary School. |
| Dartford County School:
Parents' Association. | Keighley Grammar School. |
| Dartington Hall, Totnes. | Kendrick School, Reading. |
| Derby High School. | Kensington High School. |
| Dorchester County School. | Kidderminster County High School. |
| Downe House, Newbury. | King Edward's High School for Girls,
Birmingham. |
| Downhurst School, Hendon. | King Edward's Grammar School for
Girls, Camp Hill, Birmingham. |
| The Downs School, Seaford. | King Edward's Grammar School for
Girls, Handsworth, Birmingham. |
| Dronfield Grammar School. | Kingsley School, N.W. 3. |
| East Ham Grammar School for Girls. | Kingsmead School, S. Africa. |
| Eckington County Secondary School. | Kinnaird Park School, Bromley. |
| Edgbaston Church of England
College for Girls. | Lady Manners School, Bakewell. |
| Eltham Hill School. | The Laurels School, Warwick. |
| Enfield County School. | Leicester Collegiate School for Girls. |
| Enniskillen High School. | Lewes County School for Girls. |
| Ernest Bailey Secondary School,
Matlock. | Lillesden School, Hawkhurst. |
| Falmouth County High School. | Lincoln Girls' High School. |
| Farlington House, Hayward's Heath. | Lincoln: South Park High School. |
| Felixstowe College. | Liverpool College for Girls, Huyton. |
| Francis Holland School, Clarence
Gate, London. | Londonderry High School. |
| Francis Holland School, Graham
Street, London. | Lourdes Mount Convent, Ealing. |
| Frensham School, New South Wales. | Louth Grammar School. |
| Fylde Lodge High School,
Manchester. | Lowther College, N. Wales. |
| Gainsborough Girls' High School. | Lynton School, Maidenhead. |
| Glenshee House School, S.E. | Malvern Girls' College. |
| Glossop Grammar School. | Manchester High School. |

SCHOOLS.—Continued.

Manor House School, Milford, Armagh.
 Mansfield College, Hove.
 Mary Datchelor School, Camberwell.
 The Maynard School, Exeter.
 Merthyr Tydfil: Cyfarthfa Castle Secondary School.
 Merthyr Tydfil: Intermediate School.
 Merthyr Tydfil: Quakers' Yard Secondary School.
 Michael Hall, S.W.
 Mill Mount School, York.
 Moira House School, Eastbourne
 The Mount School, York.
 Netherthorpe Grammar School, Staveley.
 New Hall (Convent of the Holy Sepulchre), Chelmsford.
 New Mills County Secondary School.
 Northfield School, Watford. (Parent-Teacher Association).
 North Foreland School.
 North London Collegiate School.
 Oakdene, Beaconsfield.
 Old Palace School, Croydon.
 Orme School, Newcastle, Staffs.
 Overstone School, Northants.
 Oxford High School.
 The Park School, Preston.
 Parkfields Cedars Secondary School, Derby.
 Perse School for Girls, Cambridge.
 Polwithen: School of S. Clare.
 Princess Mary High School for Girls, Halifax.
 Prior's Field School, Godalming.
 Queen Anne's School, Caversham.
 Queen Anne Secondary School, York
 Queen Elizabeth's Grammar School, Mansfield.
 Queen Margaret's School, Scarborough.
 Queen's Gate School, S.W. 7.
 Queen's School, Chester.
 Queenswood, Eastbourne.
 Queenswood School, Hatfield.
 Redgate House School, Bognor Regis.
 Retford County High School.
 Richmond Lodge School, Belfast.
 Roan School for Girls, S.E. 10.
 Roedean School, Brighton.
 Rosebery County School, Epsom.
 Royal School, Bath.
 Runton Hill, Norfolk.
 St. Aidan's High School, Stroud Green
 St. Alban's High School.

St. Felix School, Southwold.
 St. George's College, Red Lion Square (Civil Service and Secretarial Work).
 St. George's School, Harpenden.
 St. Helen's School, Northwood.
 St. Hilda's School, Edinburgh.
 St. John's High School, Newport, Mon.
 St. Leonards School, St. Andrew's.
 St. Margaret's, Exeter.
 St. Margaret's School, Bushey.
 St. Martin's High School, Tulse Hill.
 SS. Mary & Anne's, Abbots Bromley.
 St. Mary's, Calne.
 St. Mary's Convent, N.W. 3.
 St. Mary's Hall, Brighton.
 St. Monica's School, Clacton-on-Sea.
 St. Monica's, Kingswood.
 St. Paul's Girls' School, Hammersmith.
 St. Ronan's School, Derby.
 St. Winifred's, Eastbourne.
 Saltley Secondary School, Birmingham.
 Sandecotes School, Parkstone.
 Sandown County Secondary School.
 School of St. Agnes & St. Michael, East Grinstead.
 Scunthorpe Grammar School.
 Sevenoaks: Convent of the Holy Child Jesus.
 Sherborne School for Girls.
 Shirebrook County School for Girls.
 Shute School, Axminster.
 Sir John Deane's Grammar School, Northwich.
 Skegness Grammar School.
 Skipton-in-Craven High School.
 Solihull High School for Girls.
 Southlands School, Exmouth.
 Southport: Brentwood School.
 Southport High School for Girls.
 Spalding High School.
 Spilsby Grammar School.
 Stourbridge County High School.
 Stover School, Newton Abbot.
 Sutton Coldfield High School.
 Swanwick Hall Secondary School.
 Sydenham High School for Girls.
 Talbot Heath School, Bournemouth.
 Tiffin Girls' School, Kingston-on-Thames.
 Tunbridge Wells County School.
 Tunbridge Wells: Convent of the Sacred Heart.

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SCHOOLS.—Continued.

Tupton Hall Secondary School, Old Tupton.
 Uplands School, St. Leonard's-on-Sea
 Upminster: Convent Collegiate School.
 Upper Chine School, Shanklin.
 Uttoxeter Girls' High School.
 Varndean School, Brighton.
 Wallasey High School.
 Wallasey: Oldershaw High School.
 The Warren School, Worthing.
 Waverley School, Huddersfield.

West Hill, S.W. 18.: Convent of the Sacred Heart.
 West Norfolk & King's Lynn High School.
 Westonbirt School.
 Whitchurch Secondary School.
 Wirksworth Grammar School.
 Wirral County School.
 Woodford School, East Croydon.
 Wycombe Abbey, Bucks.
 Wyggeston Grammar School, Leicester.

LOCAL EDUCATION AUTHORITIES. (7)

Bath. (On behalf of 2 schools.)
 Derbyshire. (On behalf of 17 schools.)
 Holland, Lincs. (On behalf of 2 schools.)
 Lincoln, County of: Parts of Lindsey. (On behalf of 10 schools.)
 Merthyr Tydfil. (On behalf of 3 schools.)
 Worcestershire. (On behalf of 2 schools.)
 York, City of. (On behalf of 2 schools.)

PROFESSIONAL SOCIETIES OF WOMEN. (16)

*Association of Assistant Mistresses.
 *Association of Head Mistresses.
 *Association of Head Mistresses of Recognised Private Schools.
 *Association of Teachers of Domestic Subjects.
 *Association of Women Science Teachers.
 *British Dietetic Association.
 *Council of Women Civil Servants.
 Fashion Group of Great Britain.
 *Federation of Soroptimist Clubs of Great Britain & Ireland.
 *Institute of Hospital Almoners.
 *Ling Physical Education Association.
 *Midwives' Institute.
 *National Association of Women Pharmacists.
 *Society of Women Housing Managers.
 *Society of Women Journalists.
 *Women's Farm and Garden Association.

TRAINING COLLEGES AND TRAINING CENTRES. (23)

*Anstey Physical Training College.
 *Bath Domestic Science Training College.
 *Bedford Physical Training College Ltd.
 *Central School of Speech Training.
 *Domestic Science College, Leicester.
 Dorset House School of Occupational Therapy, Bristol.
 Eastbourne School of Domestic Economy.
 *Froebel Educational Institute.
 Good Housekeeping Institute.
 *King's College of Household and Social Science (University of London).

* Constituent Organisations responsible for policy.

(23)

TRAINING COLLEGES & TRAINING CENTRES—Continued.

London House of Citizenship.
London School of Electrical Domestic Science.
*National Society's Training College of Domestic Subjects.
*National Training College of Domestic Subjects.
*Norland Institute.
Reimann School of Commercial and Industrial Art.
Reville School of Fashion, Ltd.
Rosa Barrie School of Beauty Culture.
*Royal Academy of Dramatic Art.
*St. Alban's Court, Nonington, Physical Training College.
*Swanley Horticultural College.
Violet Melchett Infant Welfare Centre.
Wellgarth Nursery Training College.

SECRETARIAL TRAINING COLLEGES. (19)

Arden Secretarial College.
Bedford Square Secretarial College.
Dilys Ajax Secretarial College.
Miss Foulkes' Secretarial School, Liverpool.
Miss Galwey's Secretarial Training College, Dublin.
Mrs. Hoster's Secretarial Training College.
Miss Kerr Sander's Secretarial College.
Miss Kirkbride's Secretarial Bureau.
London College of Secretaries.
Marlborough Gate Secretarial College.
Mayfair Secretarial Training College.
Miss Mildred Ransom's Secretarial College.
St. Godric's Secretarial College.
St. James's Secretarial College.
Miss Sprules' Secretarial Training Office.
The Triangle Secretarial Offices.
Westminster Secretarial Training College.
The Whitehall Secretarial College.
Miss Woolcombe's Secretarial Training College.

COACHING ESTABLISHMENTS. (4)

Bendixen's, Baker Street.
Blunt House, Oxted.
Davies's, Holland Park.
Scoones, Great Russell Street.

SOCIETIES CONCERNED WITH THE EMPLOYMENT
OF WOMEN. (24)

*Association of Nursery Training Colleges.
*British Federation of University Women, Ltd.
Career Advisory Bureau.
Electrical Association for Women.
*Friends' Appointments' Board.
*Gentlewomen's Employment Association, Manchester.
*Girl Guides' Association.
*Girls of the Realm Guild.
Guild of the Ladies' College, Cheltenham.
*Institutional Management Association.

* Constituent Organisations responsible for policy.

SOCIETIES CONCERNED WITH THE EMPLOYMENT
OF WOMEN—Continued.

*Joint Agency for Women Teachers.
*Junior Council, London and National Society for Women's Service.
*London and National Society for Women's Service.
*National Institute of Industrial Psychology (Women's Committee).
*National Union of Students.
*Parents' National Educational Union.
*Pioneer Loan Training Fund.
Secondary, Technical and University Teachers' Insurance Society (Stutis).
*Society for Promoting the Training of Women.
*Union of Jewish Women.
*Wives' Fellowship.
Women's Gas Council.
*Yorkshire Ladies' Council of Education.
Young Women's Christian Association.

EMPLOYER MEMBERS. (15)

Albion Ironworks, Manchester.
Bank of New South Wales.
Boots Pure Drug Company, Ltd.
Bourne & Hollingsworth, Ltd.
British Broadcasting Corporation.
British Commercial Gas Association.
Gas Light and Coke Company.
Imperial Chemical Industries, Ltd.
The Jaeger Company Ltd.
John Lewis Partnership, Ltd.
Lewis's Ltd. (Liverpool, Manchester, Birmingham).
London, Midland & Scottish Railway Company.
Owen Owen Ltd.
Spirella.
Stephenson Clarke & Associated Companies, Ltd.

* Constituent Organisations responsible for policy.

INDIVIDUAL SUBSCRIBERS.

Jan. 1st—Dec. 31st, 1939.

Abrahams, Miss M.	Cole, Mrs. Margaret
Adam, Miss J. M.	Cottesloe, The Lady
Ahrons, Miss E. J.	Courtauld, Miss S. R.
Allan, Miss J. C.	Cozens-Hardy, Mrs. B.
Ambrose, Miss M. B.	Dale, Mrs. Kathleen
Anderson, Miss E.	Darbishire, Miss H.
Andrea, Mrs.	Davies, Miss A. F.
Archer, The Hon. Mrs. Norman	Dawson, Mrs. A. F.
Aris, Mrs.	Debenham, Miss Edith
Astor, The Hon. W. W.	Deneke, Miss H.
Astor, The Viscountess	Dickson, Mrs. J. W.
Balfour, The Lady Ruth	Dowman, Mrs.
Barclay, Mrs. J. M.	Dunn, Miss P. D.
Barker, Miss L.	Durning-Lawrence, Miss
Barker, Mrs.	Dyson Perrins, Mrs.
Barlow, Lady	Eyre, Mrs. G. F.
Barlow, Miss H.	Farnell, Miss V.
Baron, Miss E. H.	Farrer, The Lady
Baynes, Miss M. A.	Farrie, Mrs. F. B.
Beard, James R., Esq.	Fawcett, Miss P.
Beeton, Miss M.	Fielding, Dr. Una
Benham, Miss D.	Fradelette, Mrs.
Berenson, Mrs. Mary	Franklin, The Hon. Mrs.
Berry, Miss M.	Fraser, Mrs. D. M.
Biggs, Miss W.	Fraser, Miss Elizabeth
Bisbee, Mrs. Ruth	Fraser, Miss K.
Bradley, Miss R.	Fletcher Moulton, The Hon. S.
Brasnett, Miss M. E.	Game, Mrs. A. K.
Brassey, Miss M.	Gibson, Mrs. C. Meade
Brew, Miss B.	Gifford, Mrs. Carlyle
Brittain, Miss Vera	Glascock, Miss B. A.
Broughall, Miss M.	Goodyear, Miss E.
Browne, Miss Naomi	Graham, Miss Irene
Bullard, Mrs. Arthur	Graham, Miss M. L.
Bullock, Mrs. J. E.	Green, Mrs. M. N.
Burgess, Miss M.	Gwyer, Miss B. E.
Burrell, Mrs. Arthur	Haig-Brown, Miss R. M.
Burrows, Miss C. M. E.	Hake, Mrs.
Burton, Mrs. C. R.	Hall, Miss E. K.
Burton, Miss M. G.	Hamilton, Mrs. Mary
Butler, Mrs. Bernard	Harvey, Mrs. O. G.
Cadbury, Dame Elizabeth	Hicks, Miss D. Evans
Cadell, Miss J.	Hilton, Miss I.
Caldwell, Mrs.	Hirtzel, Miss M.
Callender, Miss L. M. J.	Houghton, Miss E.
Campbell, Dame Janet	Howard de Walden, The Lady
Cane, Miss M. O.	Hughes, Mrs. P. T.
Card, Mrs. A. T. T.	Hyde, Miss A. L.
Carpenter, Miss J.	Hyde Smith, Mrs.
Carter, Miss G. B.	Inglis, Mrs. C. C.
Cazalet, Miss T.	Jack, Miss C.
Cecil, The Viscountess	Jebb, Miss G.
Chandler, Miss Olive	Jeffery, Miss F. I.
Clough, Miss B. A.	Johnson, Miss D.
Cohen, Miss H.	Johnson, Miss F. M.

INDIVIDUAL SUBSCRIBERS—Continued.

Jones, Miss E. A.	Robb, Dr. Nesca
Jones, Mrs. Tyldesley	Roberts, Miss G.
Keene, Mrs. T. P.	Robertson, Miss A.
Kitson Clark, Miss M.	Robertson, Miss Frances
Kohn-Speyer, P., Esq.	Robinson, Miss C.
Lamb, Mrs.	Roe, Miss Morag M.
Lascelles, Miss M.	Runge, Mrs.
Lenox-Conyngham, Miss E.	Russell, Mrs. Alys
Leslie, Mrs. R. M.	Russell-Smith, Miss E.
Limerick, The Countess of	Salmon, Sir Isidore
Lloyd, Miss D. Jordan	Salter, Mrs. H. de G.
Looker, Miss E.	Samuel, P., Esq.
Loudon, Mrs.	Sanders, Miss Helen
Macdonald, Miss Diana	Sanderson, Miss E.
Macdonald, Miss Mina	Sebag-Montefiore, Mrs. J.
Macdonald, Mrs. T. A.	Selby, Miss Dorothy
Maclachlan, Miss C. M. A.	Shaw, Miss A. G.
Maclagan, Miss M.	Shiell, Miss D. M.
McNabb, Mrs. H. H.	Simon, Lady
Maile, J. W. Kingsley, Esq.	Smyth, Miss D.
Major, Miss E. H.	Snow, Mrs. C. M.
Mann, Miss J. de L.	Spence, Mrs. M.
Mann, Dr. Margaret	Stewart, Miss N.
Markham, Miss V.	Strachey, Mrs. O.
Marriott, Miss D. E.	Strachey, Miss P.
Marshall, Dr. Nancy S.	Symons, Miss M.
Martindale, Miss H.	Tate, Miss
Matheson, Miss Hilda	Telfer, Miss Margaret A.
Mayne, Mrs. R. M.	Tingey, Mrs.
Milne, Dr. J. J.	Tomalin, Mrs.
Minoprio, Miss	Underhill, Mrs.
Moore, Mrs. Emily	Walker, Miss M. I.
Moore, Miss K.	Wall, Miss J. I.
Morton, Miss M. H. M.	Waller, Mrs. Madge
Noel, Mrs. E.	Watney, The Lady Margaret
Panton, Miss E. J.	West, Miss C. B.
Passmore, Miss K.	White, Mrs.
Pearce, Miss A. H.	Whithard, Miss Mary G. M.
Phipps, Mrs. Vincent	Williams, Miss B. A.
Pollak, Mrs.	Williams, Miss Laurie B.
Pollock, Mrs.	Williams, Miss W. R.
Prescott, Mrs. C. M.	Williamson, Mr. & Mrs.
Price, Mrs. A. R.	Wills, Miss H. P.
Readhead, Lady	Wingate, Miss M.
Reed, Mrs. Hazel	Wintringham, Mrs.
Rees-Mogg, Mrs. G.	Wolseley-Lewis, Miss
Reynard, Miss H.	Woolf, Mrs. Leonard
Rigby, Miss C. M.	Younger, Mrs.
Rintoul, Miss W.	

DONATIONS.

Jan. 1st—Dec. 31st, 1939.

Carnegie United Kingdom Trust	£2,400
Miss M. C. Albright	£75
London Parochial Charities	£50
The York Trust	£25

DONORS TO THE LOAN FUND.

Donor of £30 :— Anonymous.	Donors of £1 1s. :— Heathfield Social Service Club Taylor, Miss N. Vernon, Dr. M. D.
Donor of £5 5s. :— Waterhouse, Miss Mary	
Donors of £5 :— McAdam, Mrs. M. H. Renold, Mr. and Mrs. C. G.	Donors of £1 :— Bastow, Mrs. M. A. Dawson, Miss L. Newbegin, Miss
Donor of £2 2s. :— Wigglesworth, Miss	

Total Receipts for Loan Fund (including subscribers) £72 5s. 6d.

DONATIONS TO THE WORK OF THE
JOINT COMMITTEE OF CO-OPERATING LOAN FUNDS.

Girls of the Realm Guild	3	3	0
London and National Society for Women's Service	5	0	0
Pioneer Loan Training Fund...	5	0	0
Society for Promoting the Training of Women	10	0	0
Union of Jewish Women	2	2	0
Total Donations	£25	5s.	

TERMS OF MEMBERSHIP.

Organisations directly concerned with the employment or training of educated women, other than Employment Agencies carried on for profit, are eligible for membership on payment of an annual subscription of not less than Two Guineas, subject in each case to the approval of the Executive Committee.

The Constituent Organisations control the policy of the Federation and elect the Executive Committee, in accordance with the Constitution passed at a Representative Conference held on October 17th, 1933.

Constituent Organisations are entitled without further charge to:—

- (1) Representation at Conferences.
- (2) Use of the Advisory Department by their Officers.
- (3) Use of the Women's Service Library by their Officers.
- (4) The Services of a Speaker once a year (on payment of expenses only).
- (5) The right of introducing individuals to the Advisory Department for consultations at a fee of 1/-.
- (6) A copy of the Federation's publications.

Further they can obtain the services of an expert adviser to give consultations on their own premises at terms to be arranged.

Schools and Training Establishments may become Corporate Subscribers on payment of an Annual Subscription of not less than Two Guineas, and are entitled without further charge to:—

- (1) Use of the Advisory Department by a representative.
- (2) The services of a Speaker once a year (on payment of expenses only).
- (3) The right of introducing individuals to the Advisory Department for consultations at a fee of 1/-.
- (4) A copy of the Federation's publications.
- (5) Representation at Council Meetings without voting rights.

Local Education Authorities, Boards of Governors and other bodies controlling a number of Secondary Schools may become Corporate Subscribers on behalf of two or more of their Schools on payment of an Annual Subscription of One Guinea per school, such schools to be entitled to the privileges (1), (3), (4) and (5) of corporate members. The controlling body shall further be entitled to the services of one Speaker a year for every two such schools, or for each school every other year.

Individual Subscribers

(a) Subscribers of not less than Two Guineas per annum are entitled without further charge to:—

- (1) Use of the Advisory Department.
- (2) The right of introducing individuals to the Advisory Department for consultations at a fee of 1/-.
- (3) A copy of the Federation's publications.
- (4) Attendance at Council Meetings without voting rights.

(b) Subscribers of not less than One Guinea per annum are entitled without further charge to:—

- (1) A copy of the Federation's publications.
- (2) Attendance at Council Meetings without voting rights.

General Public.

Consultations in the Advisory Department will be given to members of the General Public as follows:—(1) Choice of careers and trainings, 5/-; (2) Search for employment, 2/6.

Speakers on Careers and Trainings will be provided on terms to be arranged.

Cheques should be made payable to the Women's Employment Federation and addressed to the Hon. Treasurer, Sir William H. Peat, K.B.E., Women's Employment Federation, Bedford College, Regent's Park, London, N.W. 1.

CONSTITUTION.

1. PREAMBLE.

Organisations concerned with the training and employment of educated women shall combine to form a comprehensive all-party interdenominational national federation. The Federation shall have no power to commit its constituent organisations except with their consent, and shall have no authority to act in matters outside the administration of the Federation except with their unanimous agreement. The constituent organisations shall remain free to take individual action, and it shall be open to them to combine together in groups for united action.

II. NAME.

The Federation shall be called The Women's Employment Federation (National Federation of Organisations concerned with the Training and Employment of Educated Women).

III. OBJECTS.

The objects of the Federation shall be:—

1. To promote consultation and co-operation among the constituent organisations in order to prevent overlapping, to widen opportunities, and to assist each in its individual work.
2. To assist in making known the possibilities of work which are open to educated women, and the best training and preparation for such work.
3. To extend the opportunities of such employment.

IV. METHODS.

The Federation may promote these objects by:—

1. A general pooling of information in regard to Training, Loans, Grants and Scholarships to assist training, and openings for work.
2. The holding of conferences.
3. The production of occasional or regular publications.
4. The establishment of a National Centre which shall undertake—
 - (a) To collect and distribute information on training and careers.
 - (b) To act as a clearing house for the constituent organisations.
 - (c) If necessary to act as an Employment Bureau for professional and business women not already provided for by the constituent organisations.

V. MEMBERSHIP.

Membership of the Federation shall be open to organisations actively concerned with the training or employment of educated women, subject to the approval of the Executive Committee and provided always that employment agencies carried on for profit are not eligible.

VI. COUNCIL.

The Governing Body of the Federation shall consist of the Executive Committee and representatives of the constituent organisations. Each constituent organisation shall be entitled to appoint one voting delegate.

Subscribers shall be entitled to attend the meetings of the Council with the right to speak but not to vote.

VII. OFFICERS.

The Officers of the Federation shall be a President, Treasurer and Secretary.

VIII. VICE-PRESIDENTS.

There shall be not more than twenty Vice-Presidents to be nominated by the Executive Committee and appointed by the Council.

IX. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the President, Hon. Treasurer, Hon. Secretary if appointed, and fifteen other persons elected at the Annual Meeting with power to co-opt five others. The Executive Committee shall have power to fill vacancies occurring between Annual Meetings.

X. ANNUAL MEETINGS.

The Council shall hold an Annual Meeting to—

1. Elect by ballot the Hon. Officers and Executive Committee.
2. Receive a Report and Balance Sheet.
3. Determine general policy.
4. To appoint Vice-Presidents.

XI. GENERAL MEETINGS.

Special meetings of the Council may be called at the discretion of the Executive Committee and shall be called on the requisition of not less than ten of the Constituent Organisations.

XII. FINANCE.

The funds of the Federation shall be drawn from—

1. Annual subscriptions from Constituent Organisations.
2. Fees for services rendered.
3. Subscriptions and donations from individuals or other sources.

XIII. MEMBERSHIP FEES.

The minimum annual subscription entitling organisations to membership of the Federation shall be Two Guineas.*

XIV. ALTERATION OF THE CONSTITUTION.

The Constitution shall be altered only at an Annual Meeting of the Council, or at a General Meeting called for the purpose after due notice given.

*Local Education Authorities, Boards of Governors, and other bodies controlling a number of Secondary Schools can join on behalf of their schools on special terms. See page 25.

Agreement
TO CONTRIBUTE TO
THE WOMEN'S EMPLOYMENT FEDERATION

I.....of.....
.....HEREBY COVENANT with the
Women's Employment Federation that for a period of seven years
from the 6th April, 19..... or during my life, whichever period shall
be the shorter, I will pay annually to the said Federation such a sum
as will after the deduction of Income Tax leave in the hands of the
Federation a net sum of £..... (.....
words
.....) such sum to be
paid from my general fund of taxed income so that I shall receive no
personal or private benefit in either of the said periods from the said
sum or any part thereof.

IN WITNESS whereof I have hereunto set my hand and seal this
.....day of.....
19.....

.....(Usual signature).

Signed sealed and delivered by the said.....

In the presence of

Signature.....

Address.....

.....

Occupation.....

When filled in this form should be sent to the Treasurer, Women's
Employment Federation, Bedford College, Regent's Park, N.W. 1.

FORM OF BEQUEST.

I bequeath to the WOMEN'S EMPLOYMENT
FEDERATION the sum of *.....

.....
.....
to be paid to the Treasurer for the time being
of the said Women's Employment Federation,
free of all deductions whatsoever, the receipt of
the said Treasurer to be an efficient discharge
of the same.

* The sum to be written in full.

Date.....

WOMEN'S EMPLOYMENT FEDERATION, BEDFORD COLLEGE REGENT'S PARK, N.W.1.

April 1940.

Dear Sir or Madam

We have delayed sending you the Report for last year until we could at the same time give you definite news of our prospects in 1940. We know that you will be glad to hear that the position is much better than we feared.

NORMAL WORK.

There are two urgent tasks for this Federation in war time:-

- i) to help young women to choose their careers.
- ii) to help older women to re-adjust themselves to changed conditions of employment.

In connection with this advisory work, the daily average of consultations is more than double the pre-war figure.

WAR WORK.

The special Emergency Register, which we opened before the war, was offered to the Ministry of Labour in December, but was not taken over by them. It has therefore been re-absorbed into the Employment Department of the Federation, and all applicants have been advised to enrol also on the official Supplementary Register. Posts are at last beginning to come in, though as yet only in special categories.

STAFF.

The increased work would require a large expansion of staff were it not that the Federation has the help of from ten to twenty expert volunteers, some of whom give their whole time. The paid staff (which is slightly smaller than last year) provides the nucleus of organization and secretarial work, and the Federation meets all overhead costs which are necessarily heavy while the volume of activity is so great.

FINANCE.

The financial stability of the Federation depends in the long run upon its subscription list. At present some members are in arrears, and some have been obliged to resign outright, and the expansion of membership (which was continuous up to the outbreak of war) has temporarily stopped. The resulting loss of income would have forced us to curtail our work had not the Carnegie Trust generously made a second emergency grant this month. This grant makes the Federation reasonably safe for 1940, but it must be fully self-supporting, upon the widest basis of membership, if it is to endure beyond this year. If, therefore, you could interest any potential new members, (whether organizations, schools or individuals) we would eagerly follow up your introduction.

FINALLY.

The position of educated women's employment in war time raises many complex problems. Dilution by women's labour is already beginning in some directions and may spread far. The Federation has a great national task to perform and one which is vital to the future of women's work, and to the country itself.

We count on your continued co-operation.

Yours truly,

RAY STRACHEY.

Organizing Secretary.

