

WHO'S WHO and doing what

By EDDYE K. KIM

Would you like to function better in the social and business world? Do you sometimes feel your efforts could count for more, but don't know how to go about making them do so? If you are like most women of today, you are expected to enter into many different roles in your daily life. Here are some tips to help you put "your best foot forward" in your every day associations with others.

HOW TO BE A GOOD CLUB MEMBER...

Any group--whether it's PTA, church group, civic club or volunteer auxiliary--tends to be as strong, or as weak, as the rank and file members permit it to be.

The following tips on how to be an effective club member, contained in the March issue of Christopher News Notes (a publication of the Christophers, Inc.), are worth passing along.

Attend meetings regularly. If you think a group is worth joining, it deserves your physical presence at its meetings. Persuade others to follow suit.

Keep the purpose of the organization in mind. Any group can inadvertently lose sight of its objectives, become bogged down in detail and drift into side issues. Help curb this tendency.

Think for yourself. Study all sides of an issue so that you can make judgments on your own.

Base your views on reason, not emotion; principles, not personalities; the common good, not narrow partisan-ship.

Promote a spirit of teamwork. Any organization can be crippled when the membership splinters into uncooperative cliques. Even one person, by fairness and objectivity can bridge the gap between opposing sides.

Do your homework. Take time to be informed of issues before the group. If you intend to speak on a particular point, formulate your thoughts beforehand and be prepared to present them concisely and forcefully.

Keep your sense of humor. People who take themselves too seriously, and others not seriously enough, throw sand into the gears of any organization.

Persuade capable persons to run for office. The quality of an organization's leadership reflects the judgment of those who have a hand in choosing those leaders. Once they are chosen, stand by them.

Don't dodge jobs that must be done. Your rights as a member imply corresponding responsibilities. Instead of seeking only jobs you like, be willing to accept those which--however distasteful--are essential for the smooth running of the group.

WHAT IT TAKES TO PLEASE THE BOSS...

Let's look at some of the common failings of today's Girls Friday, and see what irks the bosses the most.

The most important is a secretary's failure to respect the confidence of whoever gives her work to do. Being a blabbermouth may be fun at a bridge party, but in an office, it has no place.

Being overly protective is another frequently cited shortcoming. Secretaries, especially those of important executives, feel that they are doing the boss a favor by isolating him. But many firms have lost money by making their top people inaccessible to people with new ideas, new products, or simply information.

The most frequently mentioned failing is operating a beauty parlor, ladies room, and snack bar. Universally, executives find it intolerable to see a secretary fixing her nails, curling her hair, changing hose, eating, spilling crumbs and coffee at her desk.

In the matter of handling details, a good secretary is aware of these rules:

Develop a pleasant telephone personality. Bosses are maddened by hearing secretaries



EDDY K. KIM

"Aloha Nui Oe" Mary Bishop



Mary Bishop holding nephew, Angelo, is welcomed at Honolulu Airport by brother Alonzo (left) and Island friends.

Local socialite, Mary J. Bishop's recent three-day jaunt to Honolulu was the kind of trip that dreams are made of. Still floating on Cloud 9 is the pretty Las Vegas Matron whose flying visit to the Islands was occasioned by family pride and filial togetherness.

The roving staff of Ebony Magazine were in Honolulu on assignment to do a pictorial spread on Mrs. Bishop's brother, Alonzo DeMello. DeMello has received much acclaim as a Hypnotist, and he and his charming wife, Lesley, are prominent in the Island's social circles.

In true "Jet Set" fashion, Mrs. Bishop departed Las Vegas via Western-United Air Lines on Friday morning, and arrived at "Paradise on Earth" that afternoon where she was met by brother, Alonzo and a coterie of friends. After visiting his beautifully appointed office where more friends had gathered to greet her in typical Island graciousness, our modern day female "Aladdin" went to the DeMello home, (picturesquely designed to take every advantage of its ideal and enviable oceanside location) to a warm and affectionate reception from the rest of the DeMello family; wife, Lesley, son Angelo, and "little people Cerena".

Friday night was given to a tour of Waikiki Beach's night spots where Cinderella Bishop was torn between the glamour of the Clubs and the enchantment of the night air. But it was on Saturday night that Mrs. Bishop felt the full impact of her supercharged visit. In her honor, brother Alonzo threw a party of such wondrous proportions, she can hardly tell of it for bubbling over with remembered excitement. There were several hundred guests whom Mary describes, individually, as "simply beautiful and wonderful people". The band played on until Sunday morning with Ebony staff photographers recording on camera all the festivities.

Sunday afternoon was spent in touring the whole of the tropical Isle and visiting close friends of her brother, Mrs. Bishop felt privileged to have dined with Attorney and Mrs. Kam,

remark, "Sorry, he's too busy to see you," or "he says he's out."

Use judgment on minor corrections--when in doubt, ask, but don't pester the boss for minor guidance, throwing the secretary's work onto the already busy boss.

Keep an adequate stock of common office needs: clips, papers, etc., and first-aid and sewing kits for emergencies.

Try to plan vacations, and don't hit the boss with last-minute vacation or leave requests, except in real emergencies. Minor administrative and personal problems are never to be brought to his attention when he is unduly busy. Try to judge when things have slowed down and when he has time to think. Above all--be understanding. Bosses who are worried about great problems can be forgetful and often inconsiderate, even if wrongly so. Understanding is an oft-overlooked secretarial necessity.

and also Mrs. Ravelle, prominent business and professional residents who are close personal friends of DeMello. Monday and Tuesday found her engaged in more "touristing" and shopping.

When flight time came Tuesday night, the dream-like quality of the trip was still overpowering. Reality set in for Mrs. Bishop Wednesday morning when she was back at her desk in Attorney Robert Reid's office.

ALPHA MAN OF THE WEEK

By Eddy K. Kim

"He's More Than a Crutch"...

The place was quiet and peaceful; the man sitting behind the desk was soft-spoken and friendly. His appearance was so benevolent, I felt that if I had unloaded my problems on him, he'd have solved them right then and there.

Mr. Cranford Crawford, Jr. is so young, handsome, and a bachelor. He is a graduate of H. B. Pemberton High School in Marshall, Texas and holds a B.A. degree in Psychology from Texas Southern University, Houston, Texas. He has done graduate study in Psychology at New Mexico Highland University, Las Vegas, New Mexico.

Crawford is a member of Zion Methodist Church, and a Sunday School teacher there; an Adult Counselor for the Methodist Youth Fellowship; and a Trustee of the Methodist Foundation of Southern Nevada; an Executive Board Member of the local NAACP; and Recording Secretary of Alpha Phi Alpha Fraternity's Theta Phi Lambda Chapter here in Las Vegas.

All these civic and community activities, however, do not intrude on the duties of his chosen vocation--a case worker for the Nevada State Welfare Department.

On his job, he not only handles emotional and psychological problems, but practical ones as well. It is rewarding work, requiring specialized training; but like teachers, social workers are getting more and more recognition, and employment opportunities are steadily improving.

In view of this, and in recognition of the fact that the month of March is observed as "Social Work Month", Cranford Crawford would like to emphasize, through us, the need for young people in this field.

Our enterprising young "Alpha of the Week" is the son of Mr. Cranford Crawford, Sr., and Mrs. Mary Crawford.

