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September 25, 1974

MEMORANDUM FOR: ANNE ARMSTRONG
FROM: RON NESSEN
SUBJECT: Woman Press Officer

As I mentioned yesterday morning, ever since I came aboard here I have had the same idea you have had of getting a woman into a visible and responsible position in the Press Office. As I am sure you understand, I am very new here and it is taking me a couple of days to find out exactly who works for me and what they do. I also plan to bring aboard an Administrator in the Press Office to help me with staffing and organization. But hiring a woman is one of my top priorities, and I look forward to receiving your suggestions.

RN/cg



THE WHITE HOUSE

WASHINGTON



*Don told Cathy
Don would
12th
10-15-74*

Ron --

The President is leaving on the 13th for Las Vegas, and will be in Palm Springs on the 14th, the way it looks now.

That only leaves the 12th, which day the President is meeting with his economic advisers at 11 a.m. and the Trudeau dinner at 8 p.m.

_____ Tentatively OK for the 12th

_____ I'll handle directly with Ann Armstrong

X _____ Beg off for this series of dates.

*with a lot of regret,
pointing to own calendar
sked that week, c g*

Advisory Council
Republican Women's Federal Forum

Mrs. Ford, Honorary Chairman

Mrs. Norman C. Armitage
The Honorable Anne Armstrong
The Honorable Catherine Bedell
The Honorable Helen Delich Bentley
The Honorable Mary Brooks
Mrs. Patrick J. Buchanan
Mrs. George Bush
Mrs. Anna Chennault
Mrs. Barbara Dimock
Mrs. Kenneth Frick
Miss Carmen Maymi
Mrs. John Rhodes
Mrs. Hugh Scott
Mrs. Mary Louise Smith
Mrs. Thomas Thawley
The Honorable Gloria Tote
The Honorable Ethel Bent Walsh

THE WHITE HOUSE

WASHINGTON

October 10, 1974

Dear Ron:

I am elated you will be our speaker at the November meeting of the Republican Women's Federal Forum. We can set the date for Tuesday, November 12; Wednesday, November 13; or Thursday, November 14. The meeting will take place at the Capitol Hill Club at noon and we hope Cindy's schedule will permit her to join us on this occasion also.

The primary function of our organization is to provide a highly visible and newsworthy platform for leading Administration spokesmen at monthly meetings.

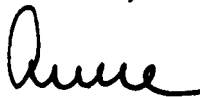
Membership in the Forum is composed of women presently or formerly serving in the Federal government, the Judiciary, the Congress, the Republican National Committee and wives of men in these positions.

The format is a speech followed by Q&A from the audience and members of the press in attendance.

Enclosed you will find a roster of our Advisory Council.

Many thanks for making time in your schedule for what I know will prove to be a most worthwhile endeavor. We are especially honored that this will be Ron Nessen's debut on the other side of the speaker's microphone.

Sincerely,



Mrs. Tobin Armstrong
Counsellor to the President

Honorable Ron Nessen
Press Secretary to the President
The White House
Washington, D. C. 20500

Enclosure