



Annual Meetings Made Easy Wednesday 9th September 2020



Presented by
SFWI Advisers

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- Welcome everyone.
 - Introduce the Advisers.
 - Explain we will present a PPT with key information and take questions at the end.
 - Invite members to jot down questions as we go along.



Information for 2020



CHARITY COMMISSION
FOR ENGLAND AND WALES

- Current and latest guidance
- All charities
- Your WI is a charity
- Your Advisers can help

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- Make it clear that we are required by the Charity Commission to hold annual meetings where possible.
 - This applies to all WIs in Surrey/Nationally and all other charities.
 - Advisers and the Federation will try and find ways to help all WIs, although we appreciate some may not be possible.



Committee Members



- Invite members to join the committee
- Personal invitations work best
- Current Committee members

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- Explain this is for NOW, to get new committee members lined up and ready.
 - Discuss ways to encourage new committee members, those with an interest, skills, time.
 - Ways to advertise – personal calls, email, chat etc. ask generally in newsletter etc.
 - Make sure all current committee members have been asked if they are able to stay on this year? Roles on the committee can be switched etc.



Officer Roles



- Check if current post holders are willing to stay
- Ask members/committee
- Advertise

- Yes – These are all female leaders.
- Every WI needs a named President, Secretary and Treasurer (these roles can be shared in practice).
- Please let Advisers know if it looks like your WI will not be able to fill these roles in November. If Jacinda Ardern joins any WI I am sure she will be a great asset!!



Tellers



- Two independent tellers are required
 - These can be Advisers
 - Vote for Committee (if required)
 - Nominations for President
 - Vote for President
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- Your usual tellers should be approached from your neighbouring WI. If unavailable using the preferred method for the annual meeting, try further afield or ask your Advisers.
- There are various ways to organise the nominations and votes (to be discussed later).
- The Federation can help with setting up ways to vote if required.



Annual Papers



- Annual accounts
- Annual report (committee)
- Minutes of previous ANNUAL meeting
- President's address
- Budget
- Any decisions

- Accounts for your WI to the normal year end (30th September) must be prepared and examined by an IFE (independent Financial Examiner) and presented to members ahead of the meeting. If there is no annual meeting, accounts still need to be seen and approved by the members.
- The annual report, President's address, budget and any decisions should be distributed to all members ahead of the meeting, either by email, post or hand delivered. These can be agreed at the annual meeting, or beforehand.
- Details to help prepare all reports are on MyWI.



Publish Annual Meeting Information



November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Date
- Venue
- What members need
- How will voting happen

- If the date of your annual meeting is on annual programme, it is considered 'published'.
- If it is not on the programme, it needs to be 'published' a month prior to the meeting. This should be done in any way that members are usually contacted at the moment.
- Will it be 'on line' as a 'Hybrid' meeting (explain this in a minute)?
- How will members access the meeting (in person, by laptop etc. by phone, by post)?



Ways to Hold Your Annual Meeting



- Usual hall/meeting place
- Larger borrowed venue
- Hybrid (part virtual)
- Postpone

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- Some venues will be ok for their WI. Encourage this option if feasible.
 - Approach churches, schools, libraries etc. places with full and thorough risk assessments that each WI can use.
 - Hybrid – this is where the above are not possible, this is the recommendation after 30th September. At least two members together (presenting reports etc, tellers present either in person or via IT, other members able to attend by IT means or phone).
 - Members can be in each others homes where possible (socially distanced) to enable less IT savvy members to also attend.



Committee Nominations



- Secretary to collate nominations
 - Check agreed number of committee permitted
 - Prior to meeting, organise vote if required
 - Ask Advisers for help
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- As soon as possible, gather names of members willing to be on the committee.
- Where possible, allow all to join the committee, recommendation is 10% of membership.
- If a vote is required this should happen prior to the meeting. Inform ALL members and use phone, in person, emails, poll or other online method but it must be conducted in secret.
- Tellers are to organise this and feed results back to the committee prior to the meeting to be used for the President nomination/vote.



President Nomination



- ALL committee names to be given to members
- Secret ballot/poll for President nomination
- Nominees asked if willing to be President
- Secret vote between those willing

- Just as usual, the names of all committee members should be given to the members of your WI. Each member nominates one committee member to be the President for the forthcoming year. Nominations to be given to the Tellers secretly (email, phone, in person, a poll).
- Those nominated are privately asked if they are willing to stand.
- A secret vote is taken by the Tellers (as above) if more than one nominee is willing to stand. This vote can take place during the annual meeting, technology allowing. Or this can take place before if technologically preferable.
- The result of this should be announced at the end of the meeting.



Annual Meeting Business



- All reports to be circulated prior to the meeting.
- All reports adopted before or at the meeting.

- Annual report, accounts, budget, decision proposals to be sent to all members prior to the meeting. They can be emailed or sent in hard copy, on your WI website, attached to WhatsApp group as a document.
- Members can contact the WI with questions and they can either be answered prior to the meeting, or if most people can attend (one way or another) questions can be answered during the meeting.



What is ESSENTIAL for 2020



- Accounts for your WI must be the normal year end must be prepared and examined by an IFE.
 - Accounts and other WI information (as requested) must be supplied to SFWI on time.
 - Each WI must have a President, Secretary and Treasurer.
 - If no annual meeting can take place, the reasons for this must be documented by the WI committee and members informed.
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- WIs should contact the Federation if they require help with accounts or finding an IFE.
- Forms are sent to the Secretary from the Federation office to complete after the annual meeting. If the annual meeting does not take place we still need the forms back with names of committee/ officers etc.
- Presidents need to be nominated and voted in but we can accept an acting President until that can happen, if necessary.
- Officer roles can be shared in practice but a name must go against each role.



What If?



- We don't have anyone willing to stand as President?

Contact all members explaining the problem. Try to emphasise the fun aspects of holding an Officer role. If a role is too onerous (or sounds it) then it is unlikely to be filled. If that fails, contact your Adviser.

- Advisers could contact the WI members, via email, if there is likely to be a problem. Just as she would attend the October meeting to try and rally the troops, we can do this other ways.
- Remind them that although they need a named President, the role can actually be shared in practice.
- There is a model for suspending WIs using Zoom, email etc. so that is a real possibility if nobody stands.



What If?



- We can't use our venue?

Ask locally to try and source a bigger temporary venue. Hybrid meetings are ok. Two or more members need to be together (maybe in usual venue) and other members Zoom in by laptop etc. or phone.

- Schools, churches etc. are all worth asking especially if it is a one off for the annual meeting.
- Members may have to pay and pay for cleaning but at least they get to meet.



What If?



- We don't use technology (Zoom, email etc).

Your Adviser can help with options. Advisers can organise Zoom meetings to be set up for you if required. Members can use their phone to hear the meeting and speak. WIs should reimburse members for printing and postage to send documents out prior to the meeting.

- Reassure that joining a Zoom meeting on your phone is straight forward and members will be talked through how this can happen, if needed.
- Different WIs will have different ways of being able to disseminate information, it is good to share ideas on this especially amongst similar WIs.



What If?



- We can't set up ways of secretly nominating and voting?

Your Adviser will help to put you in touch with someone that can help you. We have an excellent Digital team at the Federation and many willing members to help.

- We cannot second guess each concern and problem but we can try to offer help to all WIs once we know what your specific problem is.



And Finally.....



- It all seems too much

Your Advisers are here to help you through. We can guide, offer advice, try and find solutions but sometimes we just can't make it work.

If you can show that it just can't happen, remember the ESSENTIALS and postpone your annual meeting.

- We need to emphasise this is a last resort.
- For some it will be the only sensible thing to do.



Keep in Touch



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