



Surrey Federation of WIs

6 Paris, Parklands, Railton Road, Guildford,
Surrey, GU2 9JX

01483 233230 info@surreyfedwi.org.uk
www.surreyfedwi.org.uk



THE WI YEAR

WI committees find that during the year there are various items that occur on the agenda at regular times. They relate to the running of their own WI and to their WI's involvement with the Surrey Federation and the National Federation. The following should be a help and reminder for WI committees. (Please note, WI Treasurers should refer to the SFWI Treasurer's Handbook).

January Members subscriptions are due. Remind them at the previous meeting to bring a cheque in an envelope marked with their name. A receipt is only required for cash payments.

February You will receive from SFWI an updated list of WIs' presidents and secretaries, the SFWI Annual Review and your WI Year Book insert x 2 together with delegate's tickets for the Annual Council Meeting. (New WIs will receive an invitation for the president and the delegate to be a guest of the Board of Trustees).

Possibly vote for NFWI Board of Trustees. Committee discusses candidates and suggests anyone they know of or maybe anyone holding office. Takes recommendation to WI Meeting and members vote. Appoint a member to be delegate at the SFWI Annual Council Meeting in March/April.

March **Payments for the National and Federation share of the subscription are due at SFWI HQ by 31 March.** Non-payment of these fees could result in the suspension of your WI.

April Ask your Annual Council Meeting delegate to give a report at your first meeting after the ACM.

Send in order for next year's (from June issue) Surrey WI News.

Application form for WI Adviser to attend your Annual Meeting. New WIs always have a WI Adviser attending.

May NFWI Resolutions for the AGM are discussed and voted on by all WIs at their May meeting. Remember to let your delegate know how your WI voted. This could take up about half the time usually reserved for the speaker; so perhaps do not book a speaker for May. Do arrange some social event (quiz, game?) to fill the time and lighten the meeting.

Start thinking if your WI wishes to submit a resolution for the next year's NFWI AM. If your WI does want to do this then start investigating your topic and discussing it with your WI. **Your WI members have to vote in favour of the forward submission of this resolution.** The forms are issued to WIs directly from National in July and Surrey needs them by the end of July/beginning of August. Remember you can always contact the office to be put in contact with the Membership Committee/Resolution Adviser if you want help with the wording.

June or July Include on your agenda the delegate's report of the NFWI AM.

If using the SFWI recommended Independent Financial Examiners, the Treasurer should make arrangements to book an IFE to examine her accounts at the end of the financial year, usually September.

Additional Membership Fees for new members since March due to SFWI HQ by the end of July.

August Every other year you will be asked to nominate members to serve on SFWI Board of Trustees.

September Arrange for nearby WI to supply two tellers for your Annual Meeting in November to help when voting for a Committee and re nominations / voting for a president.

The end of the WI financial year is usually at the end of September to give the Treasurer time to prepare the Annual Financial Statement. (See Treasurer's Handbook)

October You will receive "The Linking List" which will show which Surrey WIs you are linked with for the purposes of representation at the NFWI AM the following year. If you are the delegate WI you will need to find a volunteer who will go to the meeting and represent the four WIs and afterwards report back to them.

Forms received from SFWI in connection with your Annual Meeting.

The secretary should fill in the Annual Review form with help from the committee. The secretary prepares the committee's annual report, a written summary of your WI's year. The president prepares her address.

November Annual Meeting. See WI Handbook for agenda and advisory notes "Annual Meetings Made Easy".

Immediately after the meeting send to the WI Office a) form giving the names and addresses of WI Officers, **even if there are no changes**. b) Annual Review form, c) copy of the Committee's Annual Report and d) signed financial statement. **It is important that these are sent very promptly** so that the office can advise NFWI of any changes, and so that the SFWI list of presidents and secretaries can be prepared.

December Every other year, vote for Surrey Board of Trustees (procedure the same as for NF BoT as above).

Reminder to member's ref subs for next year, due in January.