



Surrey Federation of WIs
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Policy No: 15 - SURREY FEDERATION OF WIs. Groups - Terms of Reference

GROUP CO-ORDINATOR elected annually by the WIs in the Group.

- To form a Group committee from the presidents of the WIs in the Group, the Group Treasurer, the Assistant Group Co-ordinator and the attached WI Adviser.
- To prepare a programme of meetings in conjunction with the Group committee.
- To prepare an agenda for the Group committee meetings, to chair these and to compile and read the minutes.
- To prepare an agenda for the Group meetings, to compile and read the record, conduct any business, read correspondence and make announcements at Group meetings.
- To submit annually to SFWI copies of both the Group Annual Report and Financial Statement together with the dates of Group meetings for the coming year.

ASSISTANT GROUP CO-ORDINATOR elected annually by the WIs in the Group.

- To arrange joint activities between constituent WIs in the form of outings, classes and social activities.
- To encourage members to take courses organised by the Surrey Federation or NFWI.
- To assist the Group Co-ordinator, if required, by taking the minutes at the Group committee meetings and the record at the Group meetings.
- To act for the Group Co-ordinator in the event of her absence from a meeting.

GROUP TREASURER elected annually by the WIs in the Group

- To be responsible with the Group committee for all Group Finance.
- To prepare and submit to the Group Annual Spring Meeting and the Surrey Federation an independently examined financial statement.
- To submit a budget to the Group committee for the ensuing year.
- To operate a bank account in the name of the Group. The account must have three signatories, the Co-ordinator, Treasurer and one named member of the committee. Two signatories to be necessary for withdrawals.

HOST PRESIDENT

- To chair the Group meeting
- To welcome members and guests to the Group meeting
- To sign the record
- To introduce the speaker

Group Structure

Groups are an association of neighbouring WIs and have an important part to play in the work of the organisation. Although they do not form part of the WI constitution they are the responsibility of the Board of Trustees who act on the advice of the Membership sub-committee.

Groups provide an opportunity for members of neighbouring WIs to meet other members, arrange outings and exchange ideas. The two Group Meetings are held in the spring, which is the Group Annual Meeting, and the autumn. These should be more special than the regular WI monthly meeting by inviting particularly interesting speakers along and including additional attractions such as exhibits and competitions.

Groups can help to raise the standard of skills in the WIs by arranging competitions, shows and classes.

The Group Committee

The Group Co-ordinator is elected annually by the WIs in the Group. Each WI may nominate one candidate after first obtaining her consent. Nomination forms are sent to the WIs in the autumn. A list of nominations will then be sent to the WIs who should each instruct their delegate how to vote at the Group Annual Meeting. If there is only one nominee, delegates will be asked by the WI Adviser to approve the appointment.

The Assistant Group Co-ordinator is elected annually by the WIs in the Group.

The Group Treasurer is elected annually by the WIs in the Group.

The Group Co-ordinator, Assistant Group Convener and Group Treasurer are the officers of the committee. The remainder of the committee consists of the Presidents of the WIs in the Group, and the WI Adviser attached to the Group. Group committee meetings should be arranged at a time and place convenient to all the members of the committee, including the WI Adviser.

Group Funds are held in a bank account and cheques must be signed by two out of the three signatories – Group Co-ordinator, Group Treasurer and one named member of the committee. Accounts must be independently examined at the end of the Group year, and a copy of the accounts sent to the Federation Office. Should the Group suspend, their funds will be divided equally between the remaining WIs in the Group.

Each WI pays an annual subscription according to the needs of the Group which should be reviewed annually. Further money raising efforts may be held, although large reserves of funds are not encouraged.

Group Finance

Mandatory

- To operate a bank account in the name of the Group. The account must have three signatories: the Co-ordinator, the Group Treasurer and one named member of the committee. Two signatories to be necessary for withdrawals.
- To decide the annual subscription of each WI to the Group funds and the cost of the meetings according to the needs of the Group.
- All Group money collected and expenses paid to be dealt with directly by the Group Treasurer. No other person or sub-committee may hold funds.
- The Treasurer to prepare and submit to the Group Annual Spring Meeting an independently examined Financial Statement and a budget for the forthcoming year to the Group committee. The Groups financial year begins on 1st January of each year.
- To appoint an independent financial examiner who cannot be either a member of any WI in the Group or a relative of any member of the committee. An independently examined statement of receipts and payments for the year must be sent to the Surrey Federation.

Meetings - expenses

Each WI should act as host to the Group meeting on a rota system. The Group meeting does not have to be held in the host's WI's hall. The host WI should be responsible for providing refreshments, the cost of which should be claimed from the Group funds. All other expenses such as the hire of the hall and the speaker's fee should be paid from Group funds by the Group Treasurer and all monies must go through the Group Account. To finance these, money raising efforts may be held at the meetings. The host's WI must not be out of pocket.

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