



Surrey Federation of WIs
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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). If your WI will be holding their annual meeting at a different time of the year, please speak to your Adviser and use this task sheet accordingly.

- January** 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).
- February** 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.
- March** Member's subscriptions are due in April. Remind them at the March meeting to bring a cheque in an envelope marked with their name or arrange a bank transfer. A receipt is only required for cash payments.
- 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 July 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 invite your delegate to your meeting and if they are unable to attend, 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** **Payments for the National and Federation share of the subscription are due at SFWI HQ by 30 June.** Non-payment of these fees could result in the suspension of your WI.

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.

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

September Additional Membership Fees for new members since July are due to SFWI HQ by the end of 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 Forms received from SFWI in connection with your Annual Meeting.

Treasurer prepares accounts and arranges IFE and prepares reports for the AGM.

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).

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. This role requires the delegate to visit the other linking WIs for their resolution voting meeting (If this is not possible results can be sent to the delegate) and afterwards report back to them either in person or with a written report. The delegate should also attend the Resolution Briefing Meeting organised by the Federation. Expenses for attending other WIs and the Resolution Briefing meeting should be split between all linking WIs.

SFWI Surrey Federation of WIs
NF/ NFWI National federation of WIs
BoT Board of Trustees