



**Surrey Federation of WIs**  
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### WI INFORMATION FORM 2025/2026

THIS INFORMATION IS **URGENTLY** REQUIRED BY SFWI and NFWI

Please ensure this form is completed as soon as possible after your ANNUAL MEETING - **EVEN IF YOUR OFFICERS DO NOT CHANGE** - and return it as soon as possible, by **5 December 2025 at the latest, as per instructions on page 3**

THIS INFORMATION IS USED TO COMPILE CONTACT SHEETS FOR FEDERATION STAFF, VOLUNTEERS, PROSPECTIVE MEMBERS AND OTHER WIs

1.	WI Name <i>(full name of your WI)</i>	
	SUR No.	
	Meeting place name	
	Meeting place full address <i>(incl postcode)</i>	
	Meeting details: Day <i>(e.g. 2<sup>nd</sup> Monday)</i>	
	Meeting Time	
	WI website address <i>(if applicable)</i>	

2a	PERSONNEL	
	Name of President:	
	Name of Vice President: <i>(if used)</i>	
	Name of Secretary:	
	Name of Treasurer:	
	MCS Rep:	
	WI Contact:	

<b>b</b>	<b>President / Joint President:</b> for the coming year ( <i>If Joint, please list the one to be recorded on MCS</i> )	
	<b>President Address:</b>	<b>Joint President Address:</b>
	<b>Telephone no.:</b>	<b>Telephone no.:</b>
	<b>Email:</b>  @surreyfedwi.org.uk	<b>Email:</b>  @surreyfedwi.org.uk

<b>c</b>	<b>Secretary / Joint Secretary:</b> for the coming year ( <i>If Joint, please list the one to be recorded on MCS</i> )	
	<b>Secretary Address:</b>	<b>Joint Secretary Address:</b>
	<b>Telephone no.:</b>	<b>Telephone no.:</b>
	<b>Email:</b>  @surreyfedwi.org.uk	<b>Email:</b>  @surreyfedwi.org.uk

<b>d</b>	<b>Treasurer / Joint Treasurer:</b> for the coming year ( <i>If Joint, please list the one to be recorded on MCS</i> )	
	<b>Treasurer Address:</b>	<b>Joint Treasurer Address:</b>
	<b>Telephone no.:</b>	<b>Telephone no.:</b>
	<b>Email:</b>  @surreyfedwi.org.uk	<b>Email:</b>  @surreyfedwi.org.uk

<b>d.</b>	<b>WI CONTACT:</b> Due to the requirements of the Data Protection Act, we need a WI contact who is willing to be the contact point with non-WI members (eg potential new members; speakers, etc)	
	<b>Full name:</b>	
	<b>Telephone no.</b>	
	<b>Email:</b>	@surreyfedwi.org.uk
	<b>Is the Secretary your WI's contact for non-WI people</b>	<b>YES / NO</b>
	<i>If 'yes' please note that your signature below denotes permission to give out your details</i>	
	If the Secretary is unwilling to do this, please fill in the contact details here with the Contact's signature to indicate her permission is granted	
	<b>SIGNATURE OF CONTACT</b>	<b>Name:</b>
	<b>Position within this WI:</b>	
	<b>Email address:</b>	

<b>3A</b>	<b>MCS REP: (<i>Membership Communication System</i>)</b>	
	<b>Name:</b>	
	<b>Telephone Number</b>	
	<b>Email:</b>	@surreyfedwi.org.uk
<b>b.</b>	<b>Is your MCS rep the same as last year?</b>	<b>YES / NO</b>

<b>4a</b>	<b><u>PRESIDENT:</u></b>	
	Signed:	Dated:
<b>b.</b>	<b><u>SECRETARY:</u></b>	
	Signed:	Dated:

**Once the form has been completed, please pass to your MCS Rep to make any necessary changes on MCS BEFORE 5 December 2025. When your MCS Rep has amended any new details, please send the form to the office. If your WI does not have a MCS Rep or are unable to do this within the timescale, please send your form to the office as soon as possible but BEFORE 5 December 2025**

If someone has more than one position of those shown, please ensure that **all positions are listed.**

**Our MCS REP has/has not\* been able to make all the changes required (\*delete as applicable)**