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Federation of Women's Institutes

Management Plan

EXAMPLE

Framework

Federations may set objectives for any period up to five years. This plan is not a blueprint, but a strategic course that will take account of changes in internal and external circumstances.

Purpose

The WI organisation is based on the ideals of fellowship, truth, tolerance and justice. All women who are interested in issues with general life, including arts, crafts, and sciences may join, no matter what their views on religion or politics may be. The organisation is non-sectarian and non-party political. This does not prevent the WI from concerning themselves with matters of political or religious significance provided the views and rights of minorities are respected and provided the organisation is never used for party political or sectarian purposes. WIs are charitable entities and everything they do must be consistent with that special legal status.

Mission

We want all women to have the opportunity to join the WI. Our aim is for the WI to be an organisation of choice, inspiring and enriching the lives of women and girls who wish to play an active role in their communities, widen their horizons and learn new skills. We strive to have an even greater influence on decision makers and the world around us to help secure a fair, safe and sustainable future.

We aim to encourage and enable women:

- to enhance their lives and play their part in the community through education and public debate.
- to improve their lives and the lives of those around them
- to lead fulfilling lives and to be of value in the community and nationally by influencing policy/decision makers
- to provide a friendly atmosphere where women can be inspired and enlightened.

Values

To meet both our challenges and objectives, we have to focus on maintaining our high standards of service while meeting the needs of our WIs across the country. This is a continuation of the direction we are following already and builds upon these values:

- Integrity
- Equality
- Transparency
- Openness
- Efficiency
- Excellence
- Inclusivity

Internal relationships

The WI is a three-tier organisation and it is the partnership between the three tiers that makes it unique. The members are the most important component of the partnership: they are the WI. Members become charity trustees when they are elected to WI committees, federations and national boards. Through unpaid, voluntary work, members ensure that the WI delivers a rich programme within its charitable objects. The board is committed to supporting their WIs and maintaining a relationship with NFWI to ensure that the organisation retains its national, regional and local importance.

Challenges

Membership numbers can vary considerably over the years. It is important to continue planning activities to maintain the loyalty of existing members, but also continue developing our organisation to attract new members. Women joining the WI must have the chance to shape the organisation that they will enjoy belonging to and that will reflect the changing times.

Corporate objectives

- To gain and retain members by promoting a positive image reflecting the ethos, values and diversity of the WI
- To continue offering a wide range of learning opportunities in a variety of settings, making training available, encouraging personal development and promoting lifelong learning and traditional skills
- To inspire interest in learning new skills in all aspects of craft, science, leisure activities, cookery, preserves, floral art and gardening
- To encourage women to adopt healthier and more sustainable lifestyles for themselves and the well-being of their families and communities
- To encourage members to influence legislators, decision-makers and opinion formers and the public at large with regards to local and national issues of political, social and environmental importance, to maintain the position of the WI as a respected voice of reason, integrity and intelligence.

Five year financial plan

The federation's long term financial objective is to build and maintain financial reserves. It is important to break even year on year and to remain constant without jeopardising the standard of services to members.

Financial projections

These will be reviewed and adjusted each year in the light of the previous year's results.

Assumptions

The projections have been based on the following assumptions.

- Number of paying members year on year
- Increase or decrease in federation expenditure
- Staffing costs
- The federation’s ability to raise money through events

Investment accounts and restricted funds would not be included in these projections.

As with all future projections, there is an inherent uncertainty in the forecasts towards the end of the period and the estimates will be reviewed and adjusted annually based on any future changes in plans.

Subscription increases					
	2021/2022	2022/2023	2023/2024	2024/2025	2025/26
WI share	£22.20	£22.80	£23.40	£23.60	*
Federation share	£10.50	£10.70	£10.90	£11.30	*
NFWI share	£12.30	£12.50	£12.70	£13.10	*
Total subscription	£45.00	£46.00	£47.00	£48.00	*

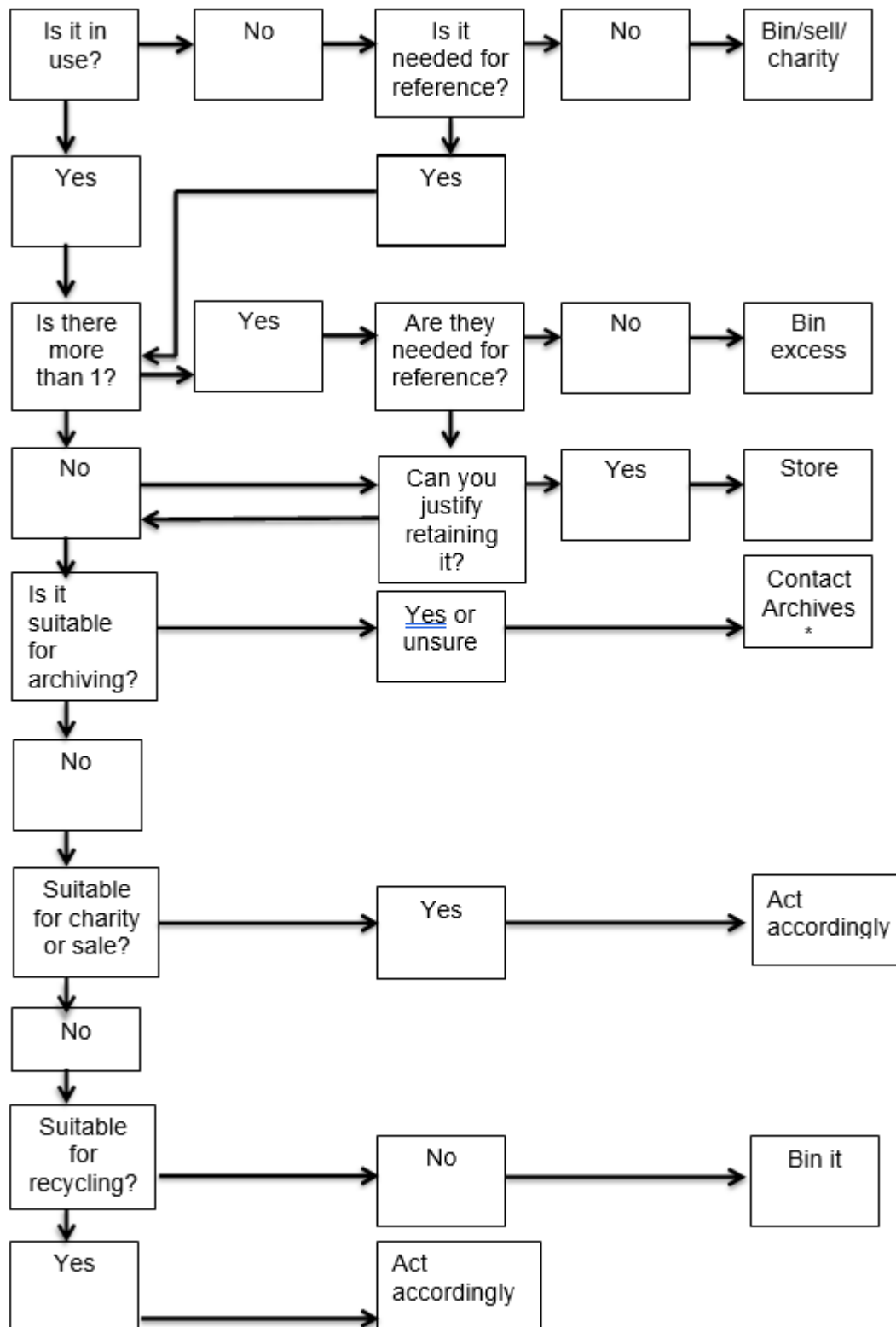
** These are estimates, not official figures.*

Examples of some things that could be included in the management plan (either within the next year/within the next five years)

- Organisation and technology
- Recruitment and retention
- Office equipment
- Events
- Finance
- Stationery
- Calendars and diaries
- Paperless office
- Speaker’s handbook (actual and virtual)
- Yearbook

Archiving flowchart

The flowchart on the following page is intended to help you to decide what to do with items and whether they are suitable for archiving.



Next review date: