

WI Secretaries' Training Resource Document

1. Committee Meetings & Monthly WI Meetings

The Role of the Secretary - Tasks at a Committee Meetings & Monthly WI Meetings

- Collate the information from previous minutes/records.
- Check any action required has been taken.
- Draft agenda into logical order of priorities.
- Discuss and agree proposed agenda with the President, providing her with all the necessary background information.
- Discuss federation newsletter with the President to identify items of interest for the members.
- Arrange all necessary papers in order of use at the meeting.
- Provide all committee members with an agenda for the committee meeting.
- At the WI meeting, provide agendas for the WI officers and other members as required.
- Distribute the federation newsletter and any other items, e.g. your WI newsletter. (These tasks could be delegated to other members.)
- Ensure regular and effective communications with members.

To Do List:

- List all the committee recommendations on which you wish to consult the members.
- Mark all the relevant items in the federation news.
- Allocate time for news from and any actions required by the NFWI.
- Make the minutes/record of the last meeting available for any member to read.
- Plan your meeting in detail so that it runs smoothly, and to time.

At the meeting:

- Arrive in good time.
- Be ready to start on time with papers in order.

- Note the apologies for committee meetings.
- Unless previously circulated, read the minutes/record clearly and audibly.
- Alternatively, the monthly record of the WI meeting can be placed for all members to read for themselves prior to the President signing them at the end of the meeting.
- Take notes of all items discussed, noting particularly names of proposers and seconders and the result of any voting.
- Remind members of closing dates for applications for outings, courses, federation events and federation newsletter subscriptions.
- Have a system for members to sign up for events and activities.
- Be ready to support the President and provide additional information if necessary during the meeting.
- Check that all papers are returned.

After the meeting:

- Write up the draft minutes/record as soon as possible after the meeting.
- Agree these with the President.
- In consultation with the President, do any required follow-up work/action from the meeting.
- Write any letters or emails which were awaiting decisions taken at the meeting.
- Liaise with Treasurer and send off any applications for events with the appropriate payment before the closing date.
- Deal with enquiries from members with a pleasant and tactful manner.

2. The Role of the Secretary at the Annual Meeting

Before the meeting:

- Apply for a WI Adviser to attend the meeting to conduct the election of the committee and officers and contact her in good time before the meeting to discuss the committee election (if applicable) and other details of the meeting
- Organise tellers if necessary
- Prepare nomination papers for circulation at the meeting before the Annual Meeting
- If necessary, prepare the ballot papers for the election of the committee listing all the nominees
- Liaise with the President and prepare the Committee's Annual Report and take to the committee meeting before the Annual Meeting for approval.
- Look out the wording of any bye-laws the WI may have so that they can be reviewed
- Prepare the Annual Meeting agenda

At the meeting:

- Read record of previous Annual Meeting if not previously circulated (or have it available for members to read)
- Take the record of current meeting and write down notes of items of business discussed and particularly note names or proposers and seconders and the result of any voting.
- At the appropriate time, read the Committee's Annual Report. The President will ask the members to approve this once she has given her President's address.

After the meeting:

- Write up record of Annual Meeting as soon as possible
- Do any required follow up tasks
- Write any letters/emails

3. Committee Agenda – Key Points

- i. **Present**
- ii. **Apologies**
- iii. **Minutes of the last meeting**
- iv. **Matters arising**
- v. **Treasurer's report**
- vi. **Reports**
- vii. **Correspondence**
- viii. **Future plans**
- ix. **Arrangements for next monthly meeting**
- x. **Any other business**

4. Template Minutes of a WI Committee Meeting

Note:

- The committee must meet at least 6 times in the year
- The committee must keep minutes of its meetings

Name of WI			
Record of committee meeting held at (venue)			
At (time)		On (date)	
Committee members in attendance:			
Apologies received:			
The minutes of the last meeting was read/taken as read and signed.			
Matters arising were:			
1			
2			
3			
4			
Treasurer's report			
Reports			

Correspondence received this month was:	
1	
2	
3	
4	
5	
6	
Actions to be taken	
1	
2	
3	
4	
Actions requiring members' agreement	
1	
2	
3	
Future Plans	
The next month's meeting arrangements:	

Promotion and Fundraising	
Any other business	
Signed as a true record of the meeting	
President	(print name)
(signature)	Date

5. Sample Record of a WI Monthly Meeting

Name of WI			
Record of meeting held at (venue)			
At (time)		On (date)	
The President welcomed () members and () visitors			
The record of the last meeting was read/taken as read and signed.			
Matters arising were:			
1			
2			
3			
The financial position was....			
Correspondence received this month was:			
1			
2			
3			
4			
Members agreed to the following decisions:			
1			
2			
3			

Members were reminded of (trips, meetings, events, deadlines):
--

1		
2		
3		
This month's speaker was...		The talk was on...
Other activities/highlights were...		
This month's competition was...		Won by...
Future Events include...		
Signed as a true record of the meeting		
President	(print name)	
(signature)		Date