

WI Secretaries' Training Resource Document

The Secretary is elected annually by the committee at its first meeting after the Annual Meeting.

1. The Role of the Secretary - Specific Duties

Please note: Some of the duties listed below can be delegated to an Assistant Secretary or Minute/Record Secretary or to other members of the committee, e.g. Programme Secretary.

- Prepare the agenda for WI and committee meetings with the President. It could be helpful to agree timings for each item on the agenda.
- Write a record for the WI meeting and the minutes for the committee meeting and agree them with the President. Once the minutes have been agreed, it is recommended that these should be made available for members to peruse at the next meeting. If agreed by the members, the record of the meeting can be distributed by e-mail with a signed copy kept on file for perusal at the meeting
- Make sure invitations are sent to speakers and other guests with time, date, contact number/e-mail address and detailed guidance on how to find the meeting place.
- Make sure information for members is kept up-to-date either on the WI website, Facebook page, newsletter or noticeboard. These duties can be shared or delegated to Members
- Liaise with the President and other relevant committee members re any correspondence or telephone calls.
- Liaise with the Treasurer to ensure applications for federation events are returned by the relevant dates.
- Ensure effective and regular communications with members.

2. Roles and Responsibilities: Who Does What

Task	WI Secretary	Any committee member	Any member
Arrange committee meetings	X		
Welcome members to the meeting	<i>President should do this</i>		
Prepare the agenda with the President	X		
Produce a newsletter for members	possibly	X	X
Bring the refreshments		X	X
Make sure that the previous committee meeting minutes and WI meeting record are available	X		
Maintain regular communications with members			X
Plan the WI programme		X	Could be part of a small working group
Decide, with the President, which items/handouts from the Federation newsletter should be passed to the Committee and members	X		
Contact speakers prior to meeting with directions and timings		X	
Read out and explain the relevant correspondence	X		
Take the minutes of committee meetings, and take a record of WI meetings	Could have a separate minutes secretary		
Take the details of any new members		X	X
Welcome & Host new members and visitors to the meeting		X	X
Distribute the federation and WI newsletters		X	X
Liaise with the federation office	X		

Pay the speaker	X	X	X
Ensure the hall is cleared and tidied before locking up		X	X
Put new members on MCS	If MCS rep	MCS rep	
Create posters for the next meeting		X	X
Thank the speaker	X	X	X