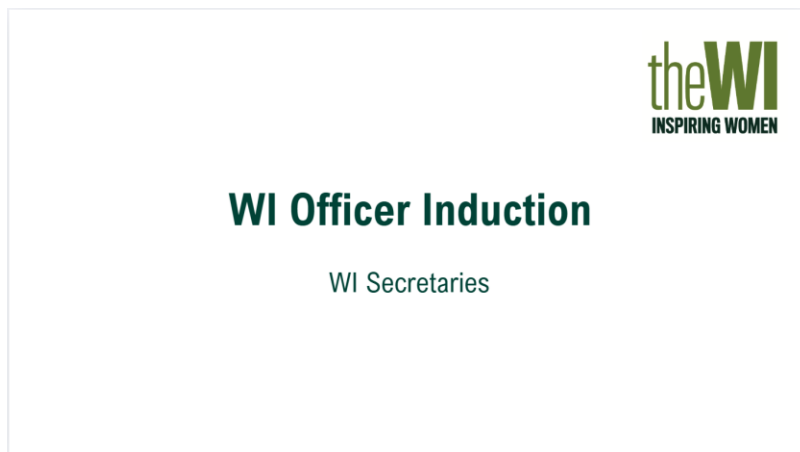


WI Officer Induction Transcript – WI Secretaries

Slide 1 – Welcome



Welcome to the WI Officer Induction for WI Secretaries and congratulations on your new role! We're thrilled to have you join us and thank you for supporting the WI with your time and skills. We hope you find this induction to be a helpful and inspiring start to your role as a WI Secretary.

This induction is designed to complement the WI Core Module Programme and give you a deeper understanding of the responsibilities and opportunities of your new role. The WI Core training is organised into three key modules, covering essential topics: an introduction to the WI, an overview of the Constitution, and an in-depth look at the Policies and Procedures established by the NFWI, some of which will be compulsory for your WI to adopt. Alongside these materials, please don't forget that your federation and NFWI are here to help you.

For a smooth and comprehensive learning experience, we recommend completing the WI Core Modules first, as they provide helpful context and include important background information. You'll find a link to these modules just below the video.


All resources mentioned in the induction, including a full transcript and contact information, are available under the 'Helpful Links' section below the video. You can come back to these resources at any time.

There is a brief knowledge test at the end of the module to reinforce your learning.

Thank you for stepping into the Secretary role within your WI! We hope you find it both rewarding and a valuable part of your own personal development.

Slide 2 – Introduction to Secretaries' Induction

Introduction to Secretaries' Induction



This induction course aims to:

- Explore the role of the WI Secretary
- Give an overview of the different types of WI meetings
- Make you aware of the supportive tools and resources available to you

This induction course is designed to help you:

- Explore the role of the WI Secretary
- Prepare for the different types of meetings you will be involved in
- Learn about the supportive tools and resources available to you


By the end of this session, we hope you'll feel confident in your understanding of what's involved in your role as Secretary.


Slide 3 – The WI Secretary Role

The WI Secretary Role

- Prepare agendas for the committee and monthly meetings
- Write the minutes of the committee meeting and the record of the monthly meeting
- Ensure invitations sent to speakers and guests
- Ensure information kept up-to-date on WI website; Facebook page; newsletter and noticeboards.

Some duties can be delegated to an Assistant Secretary or other committee members





It's important for all WI Officers to understand their responsibilities. The role of the WI Secretary includes:

- Preparing agendas for the committee and monthly meetings.
- Writing the minutes of the committee meeting and the record of the monthly meeting. You may prefer to utilise a transcription program (such as Google Transcription, Rev.com (available in Zoom) or Otter.ai) to aid in minute taking. This is especially effective for online meetings.
- Ensuring invitations are sent to speakers and guests with details of how to find the meeting.
- Ensuring information is kept up-to-date on WI website; Facebook page; newsletter and noticeboards.
- Ensuring effective and relevant communications with members.

This is just a summary, of course there is more to the role than this and we've created a role description outlining the key responsibilities of the Secretary and included a handy table detailing where specific tasks can sit within the committee. Secretaries are encouraged to delegate tasks within the committee.

This document can be found in the 'Helpful Links' section below this video, and we'd recommend reading this before taking the knowledge test and saving the document to refer back to when needed.

Slide 4 - Responsibilities for Various Meetings



There are various meetings a WI Secretary needs to prepare for:

- Committee Meetings
- Monthly WI Meetings
- Annual Meetings


We have prepared a resource document 'WI Meetings – Resource Document' which is available to access in the Helpful Links section below this video. The document details key points to think about before, during and after a meeting; as well as a list of key points for a committee agenda and a minutes template.

Take some time to read through this resource document and save a copy to refer back to. The document contains important information about each meeting. The committee Annual Report for the Annual Meeting is of particular importance. As charity trustees, the committee is obliged to prepare an Annual Report, which is then agreed by the members.


Slide 5 – Tools for the role

Tools for the role

- WI Constitution
- WI Handbook
- Federation Newsletter
- Your WI Adviser
- My WI
- WI Learning Hub
- WI Life



Be sure to take a look at the online resources available to support you in your role!



There are several tools you can use to help in your role, we have linked the relevant tools below this video.

- WI Constitution

The WI Constitution is an essential resource for all WIs, as you will find everything you need to know about running a WI. This document is the legal framework for running your charity. For more information on the WI Constitution make sure you take a look at WI Core Module 2, if you haven't already.

<https://mywi.thewi.org.uk/essential-information/the-wi-constitution>

- WI Handbook

The WI Handbook can be found on My WI. This handbook covers everything you need to know about the practical aspects of the WI, being a member, and setting up and running a WI. This includes the role of the WI Officers, recruiting and retaining members, and dealing with affairs across the organisation.

<https://mywi.thewi.org.uk/running-your-wi/members-resources/wi-handbook>

- Federation Newsletter

Your federation's role is to support you and your WI. Most federations have a newsletter that is full of useful information for your WI. Be sure to contact your Federation if you don't already receive this to keep up to date with the activities and events happening in your area.

- WI Adviser

The role of the WI Adviser is to support WIs. The role has an entirely constitutional focus i.e. they open, suspend, enlarge, reform and close WIs. The role will also include a small number of key elements that will support these constitutional tasks, such as helping new WIs with initial 'interest meetings' and sourcing venues, and signposting to a portfolio of NFWI resources that WIs can access at any time to support their particular need.

- My WI

This member only website is a great resource for members. It has information about running a WI, Officer roles, resolutions, campaigns, crafts, recipes and all the policies you need for running your WI. Anyone registered on the MCS can sign up.

If you haven't already done so, you can access My WI with the link included below this video: <https://mywi.thewi.org.uk/>

- WI Learning Hub

The WI Learning Hub is an online platform that delivers a rich variety of free learning experiences for members, bringing together a joined-up feel to education across the WI. Courses are delivered in a range of formats; with live courses and recorded courses, meaning members will be able to access and watch at their leisure. This is a free resource for all members and [can offer you programme ideas as well](#) – some of these come at a small cost.

There are also training resources and courses to support WI Officers and Committee members.

Take a look at the Learning Hub to find out more and make sure your members are aware the majority of courses available on the hub are free to them as part of their membership!

<https://learninghub.thewi.org.uk/>

- NFWI weekly communications

This email, sent to you via your federation team, provides an overview of key messages and initiatives from NFWI which your members may be interested in. This can be sent on to members via email or you can share the details in your meetings depending on what works for your WI. This is an important part of ensuring that your members can access all the activities available to them as part of a national organisation.

- WI Life

The magazine features articles and news stories showcasing the diversity and wide-ranging interests of WI members and supporters from all walks of life.

WI Life magazine is delivered directly to members' doors eight times a year or you can access the online version on My WI. If you don't already receive this or your members haven't received theirs you can contact: wilife@nfwl.org.uk

<https://mywi.thewi.org.uk/essential-information/wi-life>

Some other useful resources for you as Secretary will be:

- WI Officers' Memorandum Book (if used) – available to purchase from the online WI Shop [here](#)
- Your WI letterhead, including the WI logo which can be downloaded from My WI [here](#)
- Committee minute book – we'd recommend using a computer for minute keeping and saving the files in a dedicated folder – a paper copy is available to purchase from the online WI Shop [here](#)
- WI meeting record book – again, digital copies are recommended and signed copies can be kept in a folder – a paper copy is available to purchase from the online WI Shop [here](#)
- Attendance register – available to purchase from the online WI Shop [here](#)
- Sample Committee meeting agenda – can be found on My WI [here](#)
- Specimen Annual Meeting agenda – available in the [WI Handbook 2024 on page 27](#)
- WI speakers forms (if used) – please contact your federation for a copy
- Federation list of speakers – please contact your federation for a copy
- Federation Yearbook / Directory – please contact your federation for a copy
- NFWI Annual Review – can be found on My WI [here](#)

It's a good idea to have access to a Microsoft OneDrive, Google Drive or another cloud-based storage option to back up a copy of your digital files. These can be shared with other members of your WI as necessary.



Slide 6 – Summary of learning

Summary of Learning

In this Module you have:

- Explored the role of the WI Secretary
- Considered the different types of WI meetings
- Make you aware of the supportive tools and resources available to you

We hope you have gained new insights into your responsibilities as a WI Secretary





Thank you for joining this module! We hope you've gained new insights into your responsibilities as a WI Secretary.

In this module you have:

- Explored the role of the WI Secretary
- Prepared for the different types of meetings you will be involved in
- Learnt about the supportive tools and resources available to you

Slide 7 – Knowledge Test

Knowledge Test



Congratulations on completing this induction! We would recommend reading the resources provided prior to taking the knowledge test. There are five questions based on the material covered. If needed, feel free to review the slides to refresh your understanding.

Thank you for your dedication as a WI Secretary. If you have any questions, ideas or feedback please reach out to your federation or the NFWI for support. We appreciate your time and commitment in this role.