



## WI Resolution Training Transcript - Module 4

Slide 1 – Welcome Back



Welcome back to the WI Resolution Training. This final module will focus on writing a resolution.

All resources referenced in the modules, as well as a transcript, are available under the 'Helpful Links' section below the video.

At the end of the module, you'll complete a short knowledge test. Upon successful completion of all four modules, you'll receive a certificate recognising your achievement.

Thank you for your interest in WI Campaigns, we hope you find the training useful.

## Slide 2 – The Resolution Submission Form



The Resolution Submission form is usually available from July and is accompanied by guidance on how to complete it. It can be printed and completed by hand and posted to the NFWI head office or scanned and emailed to [PA@nfwl.org.uk](mailto:PA@nfwl.org.uk). The form is also available to complete online and is available on My WI.

The form must be completed fully and submitted before the deadline in the resolution timetable. Resolutions received after the deadline will NOT be accepted.

In the next few slides, we'll look at some key aspects of the form and how to complete them.

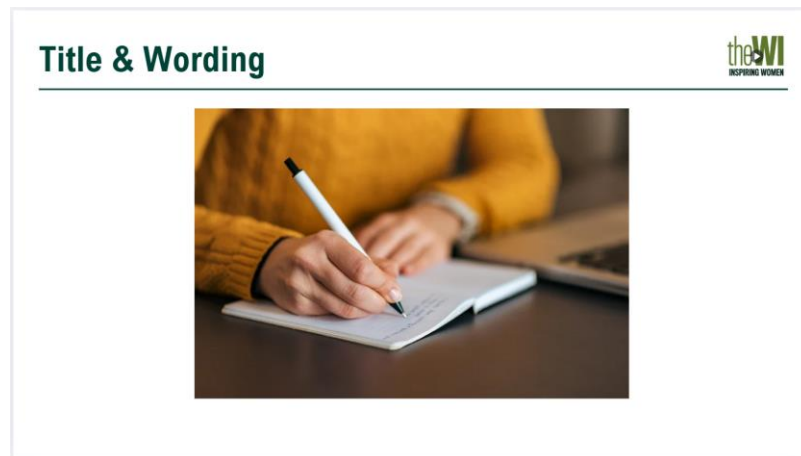
Resolution landing page (form can be accessed here when available):  
<https://mywi.thewi.org.uk/public-affairs-and-campaigns/resolutions>

## Slide 3 - Details of the Proposing WI or Federation



If your resolution makes it to the Annual Meeting, it will need to be proposed before it is voted on. Include the name of the member who will propose the resolution. This is usually the member who initially proposed the resolution within your WI or federation and the member who is most passionate about the issue.

## Slide 4 - Title & Wording



The wording of the resolution is the most important aspect of a resolution. The WI's future campaigning work on this issue will be based on what is mentioned in the wording of the resolution. It is therefore important that you make this as strong and as accurate as possible.

The NFWI Public Affairs team will check the wording of all submitted resolutions and will contact any proposers who they believe have submitted resolutions with unclear or ambiguous wording, or wording that does not reflect the issue.

The title of the resolution is used to identify it throughout the resolutions process. This is the title that will appear in WI Life when members select the resolutions that they support, and it is the wording that will identify the resolution as it is voted on at the NFWI Annual Meeting.


It is important that the title is clear and that it accurately represents the aims of the resolution.

Here's a tip: When looking at the specific wording of the resolution, there is one key rule you need to follow so that your resolution is accepted:

- It should not be a statement or comment but should instead require action by a specified body – “We believe that knife crime is a problem in the UK and should be resolved” - this is not appropriate wording for a resolution. It should address a single issue, though it can focus on several dimensions of the issue and should call upon a specified body to address the issue.

## Slide 5 - Signature

### Signature



The Federation Resolutions Co-ordinator (FRC) or Federation representative (Federation Chairman or Treasurer) has seen the above resolution and the format approved. (Signature of FRC or other federation representative)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

What happens if someone from the federation is unable to sign or does not wish to?



- NFWI advise all federations not to refuse to sign. The NFWI has provided guidance to federations about their role in the process that is available on request.
- The federation representative is only required to check that the wording of the resolution is clear, that the resolution is not repeating an issue on which the WI already has a mandate, and that the resolution does not go against the charitable objects of the NFWI. The representative cannot refuse to approve a resolution because she disagrees with the content or the aims of the resolution.
- Make sure to contact the federation in good time to ensure that they have enough time to sign the resolution.
- A signature is needed before the resolution can be submitted. It must be signed off by a federation representative. This representative can be any member of the Federation Board, such as the Chairman, Treasurer or the Resolution Coordinator.
- If the resolution is submitted on paper, the federation representative must sign the form before it is posted or scanned and emailed to the NFWI.
- If the proposer is submitting the form online, it is their responsibility to contact the federation in advance and ensure the federation emails the NFWI Public Affairs department to confirm that the federation representative has seen and approved the resolution.

## Slide 6 - The Issue

### The Issue

- What is the scale of the problem?
- Does it meet the criteria?

250 words on each of these points is plenty.



When writing about the issue, think about including:

- What is the scale of the problem?
- Does it meet the criteria?

You do not need to provide lots of information for these (250 words on each is plenty); it is more important that you have considered the points in each section and have answered the questions clearly.

This information is vital for the NFWI Public Affairs team to fully understand the intention of your resolution and what it is you would like to achieve. It is also important for you to think through each of these points to ensure that your submission is as strong as it could be.


Remember, the following criteria are used by federation and member representatives to draw up a shortlist of resolutions. A good resolution combines some, or ideally all, of the following elements.

- **Topical:** it fits with the current areas of public and members' interest.
- **Timely:** it is not 'yesterday's news'.
- **Targeted:** the resolution has a clear and realistic objective.
- **Achievable:** the resolution is calling for something meaningful and sensible that can be achieved.
- **Partnership potential:** the WI's work will add value to the work of other organisations.
- **Accurate:** it reflects the current situation and does not use outdated or obsolete information as its basis.

- **PR potential:** there is potential to gain positive media coverage for the WI that could lead to an increase in membership, perhaps by challenging rather than reinforcing stereotypes about the organisation.
- **Appropriate:** it fits with the WI's charitable objects, history and ethos.


## Slide 7 - The Objectives

### The Objectives



- If the resolution is successful what do you hope a campaign will achieve?
- Is it targeted and achievable?
- Does the resolution have a clear and realistic objective?
- What is the end goal of the resolution?

Don't forget to include examples!



When completing the Objectives section think about including:

- If the resolution is successful what do you hope a campaign will achieve?
- Is it targeted and achievable?
- Does the resolution have a clear and realistic objective?
- What is the end goal of the resolution?

Examples of an end goal might be:

- To gain funding
- For a change in or new legislation
- To further awareness about an issue
- Or for more services to be made available

## Slide 8 - The Potential of the Resolution

### The Potential of the Resolution



- Does the resolution have partnership potential?
- How can the NFWI's work add value to the work of other organisations?
- Has the proposer researched existing organisations who work on this issue?
- Will the WI gain positive media coverage from campaigning on this issue?
- How the resolution could meet NFWI strategic vision.
- How the WI could work on this resolution at a WI level, at the federation level and nationally.

When considering the potential of the resolution it's important to think about the NFWI Vision.

As an organisation we aim to be an organisation of choice for all women, building on our past successes and the strength of our current membership and influence to ensure a sustainable and strong future for the WI.

- Vision statement 1: Bold and Inspiring

*We will be a bold voice representing all women and the communities in which they live.*

- Vision statement 2: Growing and Relevant

*We will work together to continually promote the achievements of our organisation, reach more women and grow our membership.*

- Vision statement 3: Inclusive

*Our membership will reflect our local communities and we will represent women from all backgrounds through the work we do.*

- Vision statement 4: Flexible

*We will remove any practical barriers to women supporting us by offering flexible ways they can engage with what we do.*

These four vision statements will form the basis of all of the NFWI's work going forward. Further information can be found on My WI and is linked below this video <https://mywi.thewi.org.uk/essential-information/nfw-vision-for-the-future>

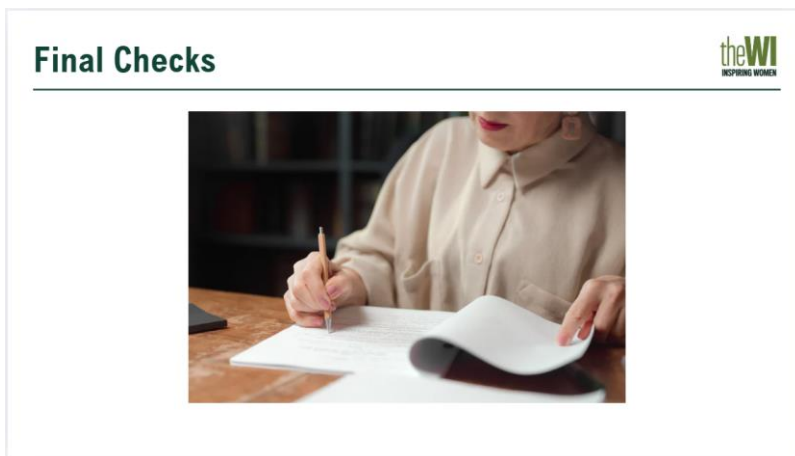
Please note, a new strategic plan will be launched on WI Day 2025 and further information on the details of this will be available in the helpful links section below the video when available.

When completing this aspect of the form, think about including information such as:

- Does the resolution have partnership potential?
- How can the NFWI's work add value to the work of other organisations?
- Has the proposer researched existing organisations who work on this issue?
- Will the WI gain positive media coverage from campaigning on this issue?
- It might be worth including how the resolution could meet NFWI strategic vision.
- It would be good to include how the WI could work on this resolution at a WI level, at the federation level and nationally.

We have linked below a video of NFWI CEO Melissa Green talking about the vision statements for you to watch: <https://www.youtube.com/watch?v=jVJ06RFtLpM>

#### Slide 9 - Final Checks



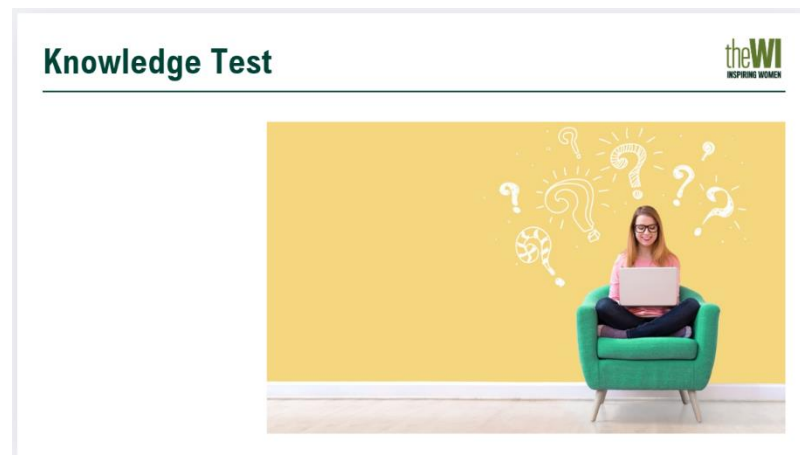
Finally, don't forget to:

- Proofread and check for errors
- Check spelling and grammar
- Ask the Resolution Co-ordinator to check through the submission thoroughly

This brings us to the end of the Resolution Training, we hope you've found it useful in supporting you in the resolution process.



## Slide 10 - Knowledge Test



Congratulations on completing the final module in this training package! Now, it's time for 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 undertaking this training.