



REMINDERS/CHECKLIST

THINK ABOUT

WHAT TO LOOK OUT FOR IN THE LFWI MAILING

Jan

WIs to discuss the shortlisted resolutions and ensure their votes are returned to the Federation by early February.

Treasurers to remind members that subscriptions are due by 1st April.

The Standfast Trophy Nomination form.

This award is presented at the LFWI Annual Council Meeting and is presented annually to a member or members who have worked for the good of their community.

Feb

Treasurers to start collecting membership fees in readiness for deadline.

Lady Denman Cup Schedule and Information (Writing Competition)
Membership Fees form

Mar

Posted mailing from NFWI to Secretaries which includes Annual Meeting Resolution Briefing

April

WIs should vote on the winning Resolution, either for/against and whether they will give discretion to their link delegate. This is separate to the shortlisted Resolution vote conducted earlier in the year. It is their responsibility to advise their link WI of their vote.

May

Ensure you have contacted your link WI with your resolution vote and decide whether to give them discretion, i.e., permission to alter your vote if the debate

The Diary and Calendar Order form for the coming year. The deadline for completed order forms will be early August.

	<p>provides new meaningful information.</p> <p>200+ Club Application Form, ready for the new 200+ club year starting in September.</p>
<p>June</p> <p>If your WI is interested in submitting a resolution, contact your Federation for assistance with the wording and application.</p>	<p>IFE Request letter for the coming year. (Independent Financial Examiner). This should be sent back to LFWI to allow an IFE to be allocated in time for your Annual Meeting.</p>
<p>July</p>	<p>Annual Report Form to be completed after your Annual Meeting and returned to the Federation Office.</p> <p>Financial Statement</p> <p>New link delegate list for the next NFWI Annual Meeting – if it's your WIs turn to provide a delegate, discuss early so you're prepared. If your WI can't provide a delegate, it is the WI's responsibility to contact the next WI in your link group so the process can continue.</p> <p>Once every two years Nomination Forms for the LFWI Board of Trustees.</p> <p>Once every two years, application forms to join a LFWI Team (formerly sub-committees).</p>
<p>Aug</p> <p>We can all take a break 😊</p>	

<p>Sept</p> <p>If your WI is submitting a Resolution this year, check the deadline (usually mid-September)</p>	<p>Programme Secretary contact information.</p>
<p>Oct</p> <p>Depending on when information is received from NFWI, all link WI's will be emailed and asked to provide details of their link delegate. All in-person link delegates receive transport and bed and breakfast accommodation plus out of pocket expenses. Their primary role is to vote in the resolution debate as instructed by their link WI's, and to report back on the business of the meeting.</p>	<p>The flyer/application for the LFWI Annual Council Meeting in April. Remember every WI should provide a delegate for this meeting if they can. The delegate place is free of charge and should NOT be included in your observer ticket application.</p>
<p>Nov</p>	<p>Your WI insurance certificate for the coming year along with the pro-forma for payment if applicable.</p> <p>The flyer advertising observer tickets for the NFWI Annual Meeting – This deadline from NFWI is always tight, so apply early to avoid disappointment.</p>
<p>Dec</p>	<p>The LFWI County Show Schedule.</p> <p>Resolution Voting Form ready for January meeting.</p>