



**LANCASHIRE FEDERATION OF WOMEN’S INSTITUTES**

**LFWI: MEMBERSHIP SUPPORT SUB-COMMITTEE**

**WI TREASURERS, PRESIDENTS & SECRETARIES WORKSHOPS**

**TREASURERS: Saturday 9<sup>th</sup> February 10.00 -12.00 or Wednesday 6<sup>th</sup> March 1.00 – 3.00**  
**PRESIDENTS: Wednesday 13<sup>th</sup> February 1.00-3.00 or Saturday 16<sup>th</sup> February 10.00 – 12.00**  
**SECRETARIES: Wednesday 27<sup>th</sup> February 1.00-3.00 or Saturday 2<sup>nd</sup> March 10.00 – 12.00**

WHERE: LFWI Offices, Croston House, Lancashire Business Park, Centurion Way, Leyland, PR26 6TU  
 TRAINERS: WI ADVISERS  
 FEE: £5 per person (your WI will be invoiced for this direct)

The Membership Support Committee have organised these workshops as an opportunity for all WI Treasurers, Presidents & Secretaries to update their knowledge and to improve their confidence. The workshop is recommended for newly appointed Treasurers, Presidents & Secretaries, or any prospective members who are considering becoming Treasurers, Presidents & Secretaries after their WIs next Annual Meeting.

The objectives of the session will be to identify the role, list the tools for the job and practise some of the skills needed to fulfil the role. Please check your WI has an up to date copy of The Handbook ‘Running a WI is easy when you know how’.

Please complete the form below and return to: The Federation Secretary, LFWI Offices, Croston House, Lancashire Business Park, Leyland, PR26 6TU. **You can also apply on-line at [www.lancashirewi.org.uk](http://www.lancashirewi.org.uk)**

Closing Date: Wednesday 23<sup>rd</sup> January 2018

October 2018

**LFWI: MEMBERSHIP SUPPORT SUB-COMMITTEE**

**WORKSHOPS FOR WI TREASURERS, PRESIDENTS & SECRETARIES**

Name of WI ..... Secretary.....  
 Address .....Post Code .....

Telephone ..... Email.....

Members wishing to attend:

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**(Closing date: Wednesday 23<sup>rd</sup> January 2019)**

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by providing this information you are giving permission for your data to be used for WI/Federation purposes