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# Annual meetings

**Annual Meetings give WIs the opportunity to review the previous year's programme of activities, tie up any business from the last year and make plans for the future.**

A new WI must hold an Annual Meeting within 15 months of formation, while established WIs must hold an Annual Meeting once in every calendar year.

The Committee decides the date and time of a WI's Annual Meeting but this must be agreed with the Federation Board. Notice of the Annual Meeting must be included in the WI's annual programme or given to each member at least 21 days in advance.

## Preparation

A statement of the accounts for the last financial year must be independently examined (or audited) by an Independent Financial Examiner (IFE). This is an external examiner (e.g. an accountant) who is WI-trained to examine WI accounts.

At least one month before the meeting, the WI Secretary should request nominations for the Committee and check those nominated are willing to stand – which she then uses to draw up the list for the meeting. It is important that the WI Secretary checks the eligibility of members willing to stand for election to the Committee against the criteria in the [WI Constitution](#).

The Secretary should arrange two tellers to attend the meeting. These are usually members of a neighbouring WIs, WI Advisers or other people independent to that WI (e.g. federation representatives). NB the NFWI strongly advises the presence of two tellers, especially if there is no WI Adviser in attendance, to assist in the event of unforeseen

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circumstances.

As part of their preparation, the WI Secretary should also prepare the annual report for presentation to the Committee for approval, along with the agenda for the Annual Meeting.

***Before the Annual Meeting business the WI normal meeting business should take place.. .***

## **Annual Meeting business**

The President chairs the Annual Meeting, only handing over the chair to the tellers/WI Adviser, during the election for a new President.

The Financial Statement is presented by the Treasurer. Copies of the statement should be available to members

Adoption of the accounts is proposed by the Treasurer and a seconder is required. Members vote by show of hands.

The Committee/Treasurer recommends the appointment of the Independent Financial Examiner (IFE) for the following year. This is proposed by the Treasurer. Members vote by show of hands.

The Committee must present the annual report.

After the annual report the President then gives her short address thanking her committee and members and commenting on the last year's activities and achievements. (***Please note this should not be a repeat of the annual report already presented***) Adoption of the annual report is proposed by the President, no seconder is required. Members vote by show of hands.

## **Election of the WI President**

This is conducted by a WI Adviser, if present, or by the tellers.

Before electing the president, the members of the newly elected Committee are announced. (It is a good idea, if possible, that the names of committee members are prominently displayed for all members to see). Each WI member should be handed a slip of paper and asked to nominate the President for the coming year from the newly-elected Committee. Nominees are asked to indicate in writing whether or not they are willing to stand for election.

All members then vote in writing, choosing between those willing to stand for election. Voting papers are collected and counted by the tellers/WI Adviser and the result announced.

Key points to remember:

If a Committee member is absent from the Annual Meeting, but is willing to be nominated for election to any office, she should state her willingness in writing in advance

If a new President is elected, she does not take office until the Annual Meeting has ended

## **Review of bye-laws**

WIs can make, repeal or alter any bye-laws in place at the Annual Meeting so time should be allowed on the agenda for this.

## **Key terms for Annual Meetings**

### **..... Annual Report**

A report on the past year including membership stats, attendance at meetings and Federation or National events, and work in the local community.

### **Bye-laws**

Laws set by each WI. These can include restrictions on joining the WI, minimum attendance and length of service on the Committee. These are drawn up according to the WI Constitution and are reviewed annually or at a Special Meeting called for that purpose.

### **Financial statement**

A formal record of the financial activities of a WI, presented in a structured form that is easily understandable for members.

### **(Adoption of) the**

After giving the financial statement, the Treasurer proposes its adoption. At this point the president asks for a seconder, before opening it to questions. Members then vote on the adoption.

# **Specimen Annual Meeting Agenda**

*Normal WI meeting business should take place before the business of the Annual Meeting.*

1. **Financial report delivered by Treasurer or their representative from committee**
2. **Committees Annual Report**
3. **Presidents Address**
4. **Nominations and possible vote from President (Conducted by WI Adviser or Tellers)**
5. **Review of By-laws (If needed)**
6. **Any other relevant business**
7. **Social time**
8. **Result of President vote (If not already announced)**
9. **Meeting closed**