

LANCASHIRE FEDERATION OF WOMEN'S INSTITUTES

NOMINATION FOR THE LFWI BOARD OF TRUSTEES – 2024-2026

Name of WI

Secretary

Address

Email

Tel. No.

The members of WI wish to nominate or:-

Board of Trustee wishes to nominate:-

Name

Address

Tel. No.

for election to the Board of Trustees of the Lancashire Federation of Women's Institutes.

Signed President of WI

Date

I, agree to accept nomination for election to the Board of Trustees of the Lancashire Federation of Women's Institutes 2024-2026

Signed Date

Will all nominees please complete the section below, as biographical notes will be issued to all WIs to assist members when voting.

National work (if any)

Federation work

WI work

Other interests

Please ensure that all parts of this form are completed before forwarding to: LFWI Offices, Croston House, Lancashire Business Park, Centurion Way, Leyland, PR26 6TU, marking your envelope "Nominations" Alternatively the form can be returned on email to officeadmin@lfw.org.uk

Nominations received after Monday 20th November 2023 will not be accepted.

NOMINATIONS FOR ELECTION TO THE BOARD OF TRUSTEES 2024-2026

We are currently inviting nominations for the Lancashire Federations of Women's Institutes Board of Trustees. If anyone is thinking of applying to go on the LFWI Board, LFWI Chair Heather Williams will be holding a Zoom call on Monday 25th September at 6.30pm. This will be advertised separately and will give an outline of the responsibilities involved and answer any questions. **We are specifically keen to encourage applicants with skills and experience in IT, Publicity and Marketing and Finance.**

RULES FOR THE ELECTION: The Board of Trustees consists of 12 members who represent all the Institutes in the Federation and who have the power to co-opt up to 3 further members.

- Candidates must be nominated by a Women's Institute or by a member of the current Board of Trustees, both of whom shall be entitled to submit up to 12 nominations.
- The election if required, will be conducted by postal ballot.
- Any member of a Women's Institute who has paid her subscription for the current year shall be eligible for nomination provided she is not a salaried official of the Federation or a member of the Board of Trustees of another County Federation.

INFORMATION FOR PROSPECTIVE CANDIDATES:

- The Board of Trustees meets once a month on the 3rd Thursday at the WI Office, the meetings usually last from 10.00 a.m. to approximately 2.30 p.m. The first meeting of the newly elected Board of Trustees will be held on **Thursday 18th April 2024 at 10.00 a.m.** for the election of officers.
- Petrol expenses or public transport expenses are paid quarterly.
- Board members may be required to act as Chairman of a Team, (formerly known as sub-committees), attend Council Meetings, Federation events and represent the Federation at other meetings and conferences at the invitation of other organisations as requested and attend other meetings as required. They may also be asked to undertake additional responsibilities as part of their role as a Trustee.
- Regular training for members of the Board of Trustees is available.
- **Members of the Board of Trustees are Charity Trustees of the LFWI, which is registered with the Charity Commissioners, and will become Company Directors whose details are recorded and registered with the Registrar of Companies at Companies House. Under the Articles of Association of County Federations Trustees are not allowed to be paid. Membership of the Board of Trustees can be time consuming, but it is also rewarding as it gives an opportunity to bring new ideas and skills to help the development of the Federation.**

ADVICE ON FORWARDING NOMINATIONS: Please send any nominations on the enclosed form. Extra forms are available from the Federation Office if required. The **written consent** of a new nominee must be forwarded with her nomination, along with some biographical notes, including details of WI work, which will be circulated with the ballot papers. Members currently serving on the Board of Trustees need to be nominated, with their permission, but you do not need to seek their written consent.

Please forward your nomination form(s) to: Diane Jenkins, LFWI Office, Croston House, Lancashire Business Park, Centurion Way, Leyland, PR26 6TU, marking your envelope **"Nominations" and "Strictly Private & Confidential"**.

NOMINATIONS RECEIVED AFTER MONDAY 20th NOVEMBER 2023 CANNOT BE CONSIDERED

LIST OF DATES TO REMEMBER in connection with the Election and Annual Meeting:

20th November 2023	-	Closing date for nominations for Board of Trustees
19th December 2023	-	Ballot papers and biographical notes distributed to WIs if required.
18th March 2024	-	Closing date for ballot papers
13th April 2024	-	Annual Council Meeting