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**AGENDA for your Annual Meeting**

Please contact the WI Support Team or the Office if you are expecting any issues at the meeting or if you have too many nominations for the Committee.

1. WI ordinary business
2. Review of byelaws (if any), obsolete ones rescinded and/or, if required, new ones adopted
3. Any changes to your official decisions. Has notice has been given to change any of the following:

Venue; Date; Time; number of Vice Presidents; number on Committee?

1. Appointment of Independent Financial Examiner (IFE) for the coming year

5 Review of GDPR, are you compliant? Note in record of Annual Meeting

6 Review ED&I Statement, discuss & note in record o9f Annual Meeting

7 Presentation and adoption of Financial Statement with the actual Financial Statement available, plus a short copy for members by the Treasurer

8 The committee's/trustee’s Annual Report by the Secretary

9 President's address and adoption of the Annual Report

10 Handover to WI Adviser

11 Committee members for next year are announced (a list for members to see is required)

12 Written nominations and secret ballot for President

13 Thanks – usually by the President

14 Refreshments and social time or an activity

15 Closure of meeting