1. **A Guide to writing an 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 Review of bye-laws (if any), obsolete ones rescinded and/or, if required, new ones adopted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 for the coming year
2. Presentation and adoption of Financial Statement with the actual Financial Statement available, plus a short copy for members by the Treasurer
3. The committee's/trustees’ Annual Report\* by the Secretary
4. President's address and adoption of the Annual Report
5. Handover to WI Adviser
6. Committee members for next year are announced (a list for members to see is a good idea)
7. Written nominations and secret ballot for President
8. Thanks – usually by the President
9. Refreshments and social time or an activity
10. **\*A Guide to Writing an ANNUAL REPORT**

Keep your Annual Report succinct and to the point – no more than one side of A4.

Items that MUST be included are:

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| Item | Content | In the Report  (✓) |
| Membership | Number of full, dual and new members |  |
| Committee | Number of committee members and the amount of times they have met |  |
| Monthly Meetings | Review of the most significant or enjoyable meetings (not all of them!). What, if anything, you did for your 12th meeting. A WI must hold 11 meetings at no extra cost to members excluding refreshments/raffle. The 12th meeting could be eg a break or paid activity. |  |
| Events/Activities | a review of extra activities/events offered by your WI to your members. |  |
| Community | Has your WI has joined in or supported the local community and what donations were given or received. |  |
| Federation/National Activities | A review of any attended by your members. |  |
| Fundraising | Did you claim Gift Aid? Did you receive a grant from anywhere? Did you undertake any fundraising and if so, how was the money spent? |  |
| Promotion | What have you done to promote your WI? What, if any, social media do you use? |  |
| Good/Chattels | Where are your archives kept? Do you have an Inventory of items your WI owns eg photo albums, a gavel, a tablecloth? Have you bought anything new? |  |
| The Future | What are your plans? How will your members’ money be spent next year? |  |