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**DECLARATION FORM CHECK**

**FROM YOUR WI SUPPORT TEAM**

Dear Committee

As you know **everyone on your WI committee is a TRUSTEE of your WI.** You also know, that even if your WI is not registered as a charity, you are part of the national charity called the WI. It is therefore excellent practice for everyone on your WI Committee to complete a Declaration Form.

These Declaration Forms come from the Charity Commission via National. Nobody ever wants anything to go wrong with their committee, but this form is another safeguard – just in case. It is proof that the eligibility of the trustees to be on the committee has been checked. All trustees of charitable institutions have to fill these in.

WHAT WE WOULD LIKE YOU TO DO

1a**.** Photocopy **the Trustee Eligibility and responsibility** so that all trustees will be able to read it before signing, **plus a spare**

b. Photocopy **Trustee Eligibility Declaration for Fit and Proper Persons** for signing, **plus a spare**

2a. **Every trustee/committee member MUST read the information**

b. Each Trustee then completes one section of

**Trustee Eligibility Declaration for Fit and Proper Persons**

3. Keep the forms in a safe place as per GDPR.

4. After each Annual Meeting either complete a new declaration sheet or at least ensure the details are checked. Add new trustees and cross through those who have stepped down.

5. These forms **MUST be kept by the WI for 4 years after a trustee has stepped down** from the committee