

HAMPSHIRE COUNTY FEDERATION OF WIs
2017/18 OFFICER FORM

Please complete every section of this form below **IMMEDIATELY** after the Annual Meeting to enable us to prepare the Yearbook. Send it together with the Annual Report Form and A3 Financial Statement to WI House by **6th June** to meet the Printer's deadline. Please use block capitals (except for email addresses) and **BLACK** ink or biro.

SECTION 1

Name of WI		Group Name
Place of meeting (INCLUDE POSTCODE)		
If community centre or bowling club etc., please state which or state road name Disabled access: ** please delete as appropriate - Full Access - Restricted Access - No disabled access		
Day & time of monthly meeting (eg. 1 st Monday 7.30 pm)		
Number of members	Full	Charity commission registration number
	Dual	
Please <input checked="" type="checkbox"/> if appropriate;- If you would prefer not to use your personal details on the Charity Commission website you can use WI House as your registered address and email contact. Please insert the full address and use secretary@hampshirewi.org.uk . Any correspondence will be forwarded to you, this is only recommended if your WI has a charity registration number. Your WI will be invoiced £10.30 annually for this service. <input type="checkbox"/>		
This WI wishes to continue in the WI IFE Scheme <input type="checkbox"/>		

SECTION 2

If there are no alterations please mark **NO CHANGE** in the relevant space.
Please note we will enter this information on MCS and in the Yearbook, please ensure an email address is given where possible, please use capital letters.

President Mrs/Miss/Ms/Other – please circle (please show first name as you wish to be known) First Name Surname Address:	Secretary Mrs/Miss/Ms/Other – please circle (please show first name as you wish to be known) First Name Surname Address:
Contact No	Contact No
Email	Email
Please tick <input checked="" type="checkbox"/> Hampshire WI News to be sent to;- President <input type="checkbox"/> Secretary <input type="checkbox"/>	I would prefer any posting inserts to be sent electronically <input type="checkbox"/> I would prefer any posting inserts to be sent by post and electronically <input type="checkbox"/> I would prefer inserts to be sent in the monthly posting only <input type="checkbox"/>

Treasurer's Name			
Monthly statement	By post to your secretary <input type="checkbox"/>	send by email <input type="checkbox"/>	(please ✓)
Contact No			
Email			

SECTION 3

Web Editor Name	Email
Press Officer Name	Email
MCS Rep Name	Email

I confirm that I have:

(Please ✓ this column for all tasks completed)

1. Entered all new members joined in the last year	
2. Deleted all members who have not rejoined since January	
3. Please list all dual members at your WI:	

Signed.....

Officer of WI

Please complete immediately after your Annual meeting and return the form to:
 WI House, 22 -24 Station Hill, Southampton Road, Eastleigh SO50 9XB or send as an attachment to
reception@hampshirewi.org.uk
 by 6 June 2017.