

The Group Secretary

What she does

She should

Consult with the Chairman of the Group and WI Adviser to agree meeting dates.

Arrange two Group Committee Meetings a year.

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Agree an agenda with the Chairman for all meetings and send to the WI Adviser and all WIs in the Group.

Arrange the Group rounds of Federation Competitions.

Book venues, arrange speakers, liaise with WIs, Group Officers and WI Adviser.

Take minutes of meetings, deal with correspondence as necessary.

Liaise with Group Chairman, Treasurer and WI Adviser as necessary.

The Group Chairman

What she does

She should

Ensure the Group is running smoothly.

Chair two Group Committee Meetings a year.

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Liaise with the Group Secretary over the agenda and planning for meetings.

Keep in touch with the WI Adviser between meetings as required.

Consider the needs of the WIs in the Group and arrange with the WI Adviser any training that could be carried out within the Group.

Ensure that the bank statement is seen at the meetings and signed and dated by the Chairman.

The Group Treasurer

What she does

She should keep the books of the Group.

Make sure the bank mandate is up to date.

She should agree the amount of the Group Quota.

She should collect the Quota which is usually by 31 March each year. Ideally this should be paid by WIs at the Spring Group Meeting based on how many full members each WI has.

She should advise the Group on planned expenditure and required fundraising.

Establish a system of payments, to help identify where they are from and what for.

Take bank statement and cheque book to all meetings and show to Chairman and ask her to sign to say she has agreed the balance.

Collect monies at Group Meetings, from WIs for refreshments as well as Raffle Money as well.

Pay any bills as necessary.

Bank all money promptly and keep it safe before banking!

Agree with the officers about expenses. Costs of phone, postage and copying should be reimbursed by the Group but agree what is reasonable, at the start of the year.

She should arrange for an examination of the Groups accounts following the end of the year - 31 March.

She should then let each WI in the Group and the WI Adviser have a copy of the examined accounts.