

HAMPSHIRE COUNTY FEDERATION OF WIs
2019/20 OFFICER FORM

Please complete every section of this form below IMMEDIATELY after your WI Annual Meeting to enable us to update MCS and prepare the Yearbook. Only HCFWI emails will be published not personal email addresses. Send it together with the Annual Report Form and your Financial Statement to WI House by 14th June, this is a requirement of the Charity Commission.

Please use block capitals (except for email addresses).

SECTION 1

Name of WI		Group Name
If the venue, date or time of your WI meeting has changed please tell us:		
Number of members	Full	
	Dual	
Charity commission registration number if you have one:		We recommend you use WI House address details on the Charity Commission website
If your WI would like to be part of the IFE scheme please v <input type="checkbox"/>		

SECTION 2

Please note we will enter this information on MCS and in the Yearbook. Please ensure a personal email address is given where possible so that we can write to you to give details of the HCFWI email and password for your Officer role, this will not be published. Please use capital letters.

President Mrs/Miss/Ms/Other – please circle		Secretary Mrs/Miss/Ms/Other – please circle	
First name		First name	
Surname		Surname	
Contact No		Contact No	
please v I will continue to use my HCFWI Email <input type="checkbox"/>		please v I will continue to use my HCFWI email <input type="checkbox"/>	
Please send details and password of the President HCFWI email to be used for all WI business <input type="checkbox"/>		Please send details and password of the Secretary HCFWI email to be used for all WI business <input type="checkbox"/>	
Personal contact email		Personal contact email	
Treasurer Mrs/Miss/Ms/Other – please circle			
First name			
Surname			
Contact No			
Monthly statement please v		WI posting to your secretary <input type="checkbox"/>	
		send by email to Treasurer <input type="checkbox"/>	
please v I will continue to use my HCFWI Email		<input type="checkbox"/>	
Please send details and password of the Treasurer HCFWI email		<input type="checkbox"/>	
Personal contact email			

COMMUNICATION please ✓	
I would prefer any application forms or communication from HCFWI to be sent electronically	<input type="checkbox"/>
I would prefer any application forms or communication from HCFWI to be sent by post and electronically	<input type="checkbox"/>
I would prefer any application forms or communication from HCFWI to be sent in the monthly posting only	<input type="checkbox"/>
Please tick ✓ <i>Hampshire WI News to be sent to</i> :- President	<input type="checkbox"/>
Secretary	<input type="checkbox"/>

Please note all posting and application forms can be viewed on SharePoint, which you can log into with your HCFWI email account.

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 14 June 2019.