

## GROUP MEMORANDUM

- A Group is an informal association of WIs providing a friendly link between WIs and a means of giving and receiving information and views to and from the National and County Federation via the WI Adviser.
- A Cluster consists of a regional collection of Groups.
- All Groups will be part of a Cluster of Groups.
- A Group should elect/appoint a Chairman, Secretary and Treasurer either by election or rotation.
- Names and contact details of Officers should reach the Federation office by the beginning of July each year.
- Members of the Group Committee will decide how long each member **should** serve before the post is offered for re-election/appointment; it is recommended that each Officer serve for a minimum of two years. For Groups not in the rota system, nomination papers will be circulated annually in November.
- The Group will decide how many meetings to hold each year, but a minimum of two meetings are suggested, at which the WI Adviser has the opportunity to meet/discuss issues with members.
- The Group will decide whether any meetings are held virtually due to circumstances or choice. Consideration must be given for those members who are unable to join a virtual meeting, to ensure they are not discriminated against.
- The Group will decide whether to hold meetings of WI representatives with the Groups Officers and WI Advisers (currently called committee meetings); how many and how often.
- **All dates need to be booked in liaison with the WI Adviser** and should not be on the normal meeting day of a WI in the Group or a WI Adviser committee meeting day.
- Health and Safety rules will be the same as any WI Meeting.
- Competitions: if required, HCFWI will give advice on schedules as appropriate (a 2-3 month lead time would be helpful).

<i><b>Rights</b></i>	<i><b>Responsibilities</b></i>
<ul style="list-style-type: none"> <li>• To access all Group events – subject to availability</li> <li>• To be able to participate in Federation competitions:                             <ul style="list-style-type: none"> <li>- Darts</li> <li>- Skittles</li> <li>- Quiz</li> </ul> </li> <li>• Have a voice in where the Group is going and what activities are organised</li> <li>• Have the opportunity to mix with other WIs in the area, in fellowship and fun</li> <li>• Opt out of the Group if unable to meet the responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Pay a levy/fee (rate to be agreed annually)<sup>i</sup>, paid from each WI's funds)</li> <li>• Support events and take advantage of the opportunities offered</li> <li>• Be prepared to share leading roles at some point</li> </ul>

### Group Committee Meetings

**Chair**

**Secretary**

**Treasurer<sup>ii</sup>**

**1 or 2 representatives from each WI, who can speak and agree decisions on behalf of their WI and who will report for their WI and who will report back to their committee following each meeting.**

This group of ladies constitute the committee of the Group. The Group committee will decide how they manage the organisation of Group meetings which could include

- The Group committee making all decisions and arrangements for future Group meetings.
- Each member WI, in turn, taking full responsibility for a Group meeting including deciding dates, venue, activity and taking full responsibility for the organisation and funding of the meeting.

It is essential that information is passed back fully and accurately so that proper discussions and decisions can be made. Participation of Group events should be encouraged in the WIs as success breeds success. WIs who struggle to participate because of difficulty in access, timing etc should share this information so that there is an opportunity for others to help.

## Finance

- ☺ Group finances should be run observing the same rules as WI finances.
- ☺ Two signatures are required for all cheques and financial transactions and (all three Officers should be signatories).
- ☺ Bank mandates should be changed on election of new Officers.
- ☺ Statement of accounts must be sent annually to WI House, the WI Adviser and all the WIs in the Group.
- ☺ Do not pre-sign cheques.
- ☺ WI Adviser travel expenses are to be paid by the Group.
- ☺ In order that Group finances are kept on a stable basis, a levy/quota of an agreed amount may be charged to each WI to the Group.
- ☺ If a WI moves to another Group the following procedure is to be used:  
At the end of the financial year the accounts will be drawn up for the year. The balance is divided by the number of WIs in the Group. The moving WI will take their proportion of the funds to their new Group.
- ☺ Entry to Group meetings should be at a reasonable cost to members; a fee may be charged which should include refreshments.

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