

Your WI's Calendar Year

January

The month when subscriptions are paid and votes are collected for the Resolution short list.

It might be a good opportunity to hold a 'Members' Evening' as this can be such a busy meeting



February

Your Treasurer will send the Federation money due to the Federation and to National.

The Federation office sends out all relevant forms to the WIs each September.



March

The Federation Annual Meeting is held in Norwich.



Your Treasurer is sent her own mailing.

This is when you apply for your Independent Financial Examiner (IFE)

April

The Federation Public Affairs sub-committee holds a Resolution Information Day



May

WIs hold their **Resolution Meeting**. **National** provides **information** which you can use **to inform your members and run this meeting** yourselves. You can **invite a WI Adviser** to attend your meeting and **lead the discussion** for you – a good idea for your first year

It is **recommended not to have a speaker** to give time for a discussion. Please remember to **invite your Delegate** to observe this meeting

June



The month when the National Annual Meeting and the resolutions are discussed and voted on

Your Delegate will have a report so please invite her to your next meeting

July

Time to be thinking of your programme for the following year –



choose speakers, plan outings, ideas for fund-raising etc.

August



Some WIs hold a garden party this month replacing the usual meeting

September



The Financial Year End is 30th September. This is when the Treasurer closes the books, completes the Annual Financial Statement has the books examined

This is the month to discuss the Committee for next year

October



Nominations for the Committee are invited from members



November

The month of your **Annual Meeting**. It is **recommended** that you **don't book a speaker** for this meeting. **Your WI Adviser is happy to come and conduct this meeting** – a good idea for your first Annual Meeting.

The **Annual Returns** need to be **sent to the Federation Office** – this is your committee report, the details of the WI Officers and the signed Financial Statement. Please include your Programme (or draft Programme) for the coming year

December

Why not have a Christmas Party?



Remember to invite your Adviser!