



WI Secretary

The Secretary works closely with the President to make sure her WI runs smoothly. Find out what the role involves.

Along with the President, the Secretary shares responsibility for running her WI and overseeing Committee business.

How to appoint the Secretary

The Committee appoints the Secretary at its first meeting after the Annual Meeting.

Under [the WI Constitution](#) WIs 'may combine the offices of Treasurer and Secretary or the offices of Treasurer and Vice President if the Federation Board of Trustees consents. No other office may be combined'.

What does the role involve?

A Secretary's main responsibilities are to:

- ensure the smooth conduct of WI business
- organise and co-ordinate the work of Sub-Committees and working groups
- manage all correspondence with her WI – referring to the President as appropriate
- establish a good relationship with the Secretary and staff of her federation
- prepare the agenda for WI and Committee meetings with the President – including suggested timings for each part to make sure meetings run smoothly
- write a record for the WI meeting and the minutes for the Committee

Record keeping

Secretaries should keep a record of any decisions made during WI meetings – either in a special book or a loose-leaf file (provided the pages are numbered sequentially and each page has been initialled by the President). This should be available for members to

view at each meeting or can be read out if preferred. If members decide to take the record 'as read' the President can sign it at the end of the meeting, by which time members will have had time to look at it.

Things to consider

When planning the agenda, you should consider the Committee's recommendations – such as suggestions for future meetings or social events – for consultation with and approval by the members.

Allow time in the agenda for members to report back to the WI – for example if a Delegate has attended the NFWI Annual Meeting or a federation council meeting, or if members have attended a course at Denman and would like to share their experience.

You should also include the WI's finances as an item at least every 3 months and make suggestions about fundraising, the allocation of bursaries and other details. Remember to leave time to discuss this with members.

Set aside some time to read the federation newsletter and pick out activities of interest to your WI and pass on relevant information from the NFWI to members.

Assistant Secretary

Many WIs elect or appoint an Assistant Secretary to share the workload. This can involve acting as either a Minute Secretary or a Programme Secretary.

For further guidance [download our checklist for secretaries](#)

You can find more information and resources on running a successful WI on [My WI](#)