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**DECLARATION FORM CHECK**

**FROM YOUR WI SUPPORT TEAM**

Dear Committee

As you know **everyone on your WI committee is a TRUSTEE of your WI.** You also know, that even if your WI is not registered as a charity, you are part of the national charity called the WI. It is therefore excellent practice for everyone on your WI Committee to complete a Declaration Form.

These Declaration Forms come from the Charity Commission via National. Nobody ever wants anything to go wrong with their committee, but this form is another safeguard – just in case. It is proof that the eligibility of the trustees to be on the committee has been checked. All trustees of charitable institutions have to fill these in, including school governors.

WHAT WE WOULD LIKE YOU TO DO

1a**. Photocopy the Declaration Form** so that there is one for each committee member **plus a spare**

b. Keep the spare in a safe place as it will be needed in the future when you have new members on your committee.

2a. **Every trustee/committee member completes a form**

b. At the first committee meeting after your Annual Meeting, ask all trustees to date and sign the form again on the reverse of the sheet. Give out new forms to new trustees.

c. Keep the forms in a safe place, ready for next year.