****

**NOTTINGHAMSHIRE FEDERATION WI SUPPORT TEAM**

WI HEALTH CHECK 2019

Making our WI run smoothly and efficiently takes time and effort and sometimes some guidance. Over the past year we have made the following suggestions to help you along the way. So, how WI ‘healthy’ is your WI? See how well you are doing and think about those things that might need further consideration.

|  |  |  |  |
| --- | --- | --- | --- |
|  | CONSIDERATION | DONE | NOTES |
| 1 | There is a designated person to look after new members |  |  |
| 2 | Steps have been taken to reduce cliques and make your WI welcoming to new members |  |  |
| 3 | There is an inventory of everything the WI owns |  |  |
| 4 | Carers are allowed in free – they only pay for their refreshments or a raffle ticket if they wish |  |  |
| 5 | Carers cover the cost if they make an item to take away |  |  |
| 6 | Social media is used to communicate with the majority of members |  |  |
| 7 | Recipient’s email addresses are hidden in BCC |  |  |
| 8 | Committee decisions are kept to and not undermined on social media |  |  |
| 9 | Your WI has had at least ONE new member over the past year |  |  |
| 10 | The Annual Paperwork is completed in full [and signed] |  |  |
| 11 | The Annual Paperwork is used as a guide to writing the WIs Annual Report |  |  |
| 12 | A member from the committee has applied to observe at a WIST committee meeting |  | Held on first Monday of the month at County House from 10.00 |
| 13 | A WI Adviser has been invited to your WI |  |  |
| 14 | Your WI is coping with the new Account records |  |  |
| 15 | The new Declaration form for the trustees [committee] is up-to-date and kept in a safe place |  |  |
| 16 | Photos have dates and information of the occasion with them |  |  |