

Office Bearer Workshops, Secretary

1. Welcome

2. Perth and Kinross Federation 2018/19

- 50 Institutes (May 2018)
- 8 Groups
 - Atholl Joan Cameron (01350727220)
 - Breadalbane Sandra Batty (battysan152@btinternet.com)
 - Blairgowrie Muriel Brown (murielbrown437@gmail.com)
 - Carse Janet Rougvie (foxyjenniwren@gmail.com)
 - Earnvalley Margaret Folan (williamfolan@btinternet.com)
 - Kinross Dorothy Morris (dormor333@gmail.com)
 - Strathearn Isobel Robertson (Isobelrobertson7@btinternet.com)
 - Tay Valley Jane Gordon (Cjsgordon7@gmail.com)
- Executive Committee Office bearers
 - Chairperson Ursula Stewart (macstewart1@sky.com)
 - Vice Chairperson Evelyn Scobie (evscobie22@btinternet.com)
 - Secretary Heather McDougall (pandkfedsec@outlook.com)
 - Treasurer Edith Christie (edithmchristie@hotmail.co.uk)
- Committee Convenors
 - Housewives and Homeskills (H and H) Irene Smith (irenesmith43@btinternet.com)
 - Education and International (E and I) Frances Drysdale (01577 862258)
 - Perth Show Isobel Robertson (Isobelrobertson7@btinternet.com)
 - Communications and Marketing pandkfedsec@outlook.com
 - Fundraising Margaret Folan (williamfolan@btinternet.com)
 - Junior Dippers
- Central Councillors/ Proxies central councillor
- Website www.pandkswi.org.uk
- Members area www.theswi.org.uk

3. Current National Structure of the SWI

4. Revised Constitution and how it will affect you

5. Secretary Duties

General Guidelines of a secretary – Please note these are guidelines and may be divided up between a number of individuals, e.g. Minute secretary, correspondence etc remember the whole committee is there to support the institute

- To ensure that the Institute is familiar with current Federation and National business
- Keep a register of the names and addresses of the members securely
- keep a brief written record of all meetings of the Institute and committee.
- Communicate, to the committee or Institute members as appropriate, all correspondence received and reply in accordance with their decision, all communications having first been shown to the President.
- Draw up an agenda for each meeting in consultation with the President;

- Call meetings of the committee at the instance of the President or any three members;
 - Prepare a report for presentation at the business meeting of the year's activities of the Institute;
 - Co-operate with the Treasurer in completing the annual reports as required by the Federation;
 - write the minutes of the business meeting before handing over to her successor.
 - *If relevant, it is desirable that other members be enlisted to help the Secretary. The Secretary's duties may be divided*
- Committee Meetings – Frequency will depend on institute. Helps ensure that the entire committee is aware of what is going on. Many institutes meet the week prior to a monthly meeting- please don't be afraid to ask for more meetings if you feel they are needed
- AGM- see additional notes. Please note that if any changes are to be made eg. A rise or reduction in levy, alternation in committee roles (splitting sec roles)
Tellers – these are responsible for counting votes at the AGM and should be invited from another institute. They normally receive a small gift and 'tea' for their time

Federation Forms

- Calendars and Diaries - Sent out Jan. To be filled out and returned with payment to your group treasurer
- Institute Particulars – Office bearer contact, membership numbers etc. To be filled out at after the AGM
- Institute Levy – This will be filled out by the Treasurer, returned to Federation Treasurer
- Account Synopsis Form – To be filled out by the Treasurer, returned to Federation Treasurer

6. Members Information and GDPR

Members List: A list of members name, address and Contact info (email, phone number, mobile) must be kept by the secretary and amended where required. Store this securely and do not share unless given permission

New Members; A new member may attend a few meetings as a visitor before deciding to join the institute, they may also decide to try a few institutes before deciding to join one

Upon Joining they must fill out the SWI New members form and pay their subscriptions to the institute

Once joined Please send the completed form to federation secretary who will contact HQ in order for them to receive a new membership pack

Online Members: Members can join Online for one year before affiliating with an institute- they may visit a number of institutes during this time to decide which one is for them. If the institute has a visitor fee the member should pay that.

Returning Members: Returning members must pay their subscriptions and update their information held with any changes at the start of the session (traditionally September)

Deceased/leaves: If a member passes away please contact Federation secretary to inform them who will contact HQ

7. Syllabus

Each year the committee draw up a number of meetings which will vary institute to institute

- Should cover a range of topics (Food, Craft, Health and Wellbeing, Floral etc)
- *Helpful HINT*- ask members for contacts when asking for suggestions
- These should be distributed to members in advance of the session starting
- 3 copies should also be sent to the Federation secretary as soon as completed. These are for
 - Reference for Federation
 - Annual Syllabus competition
 - A copy for HQ who are keen to promote each institute

8. Monthly Meetings

- Each institute will arrange meetings in their own way
- Traditionally meetings are held at a set place and time each month with a speaker or activity arranged and perhaps competition
- 'Business' is traditionally covered by the president
- Business can often take quite a bit of time so it is useful to think about this and perhaps think of other ways to deliver information to members to shorten this
 - Passing Information to members between meetings
 - Creating a short newsletter with dates/events that can be emailed to members
 - Printing out a list of dates in addition to announcing and explaining what they are
 - Closed facebook group can be useful for arranging things- this need to be monitored and members limited.
 - If members are not on email/facebook etc that needs to be considered too it is important to be inclusive
 - *Helpful HINT*- Discuss business with president and prepare options to vote on for the members which saves time
- We strongly recommend supporting Group, federation and national events
- Venue – You may be required to book a hall for your meetings.
- Speakers – These are often arranged many months in advance so a reminder should be sent 2 weeks to 10 days prior to the arranged meeting. The speakers often volunteer their time for free so it is always nice to write a letter of thanks after the meeting.
- Raffle – If the takings from a raffle are to be donated to a charity (for example the speakers charity) that must be discussed and agreed by members at the meeting prior to that.

9. Communication

- Very important
- Email- generic email help continuity and can be handed to successor. Easiest and cheapest means of communication
- Mail – Most mail you receive should be firstly passed to president and discussed – the president will guide you on what to do. Reply to mail promptly and under direction of the president. Some mail may be obvious for other OBs (eg Treasurer) which can be sent to them and inform the President that you have done so to ensure she is kept up to date.
- Minutes are taken for each meeting which can be circulated to your members in advance of the next meeting
- If circulated in advance of meeting there is no need to read these out at the next meeting
- Minutes should be proposed and seconded by someone who was present at the meeting minuted

10. National Conference

- Happens once every 3 years (next is 2018, 2021...)
- Open to all members who get a chance to put their views to the Executive and to discuss any changes etc within the SWI.
- Each institute should send a VOTING delegate to vote on motions/ amendments (expenses are paid) which should be discussed with the institute so that the delegate knows how the institute wishes to vote
- Delegate should report back to institute/president
- Next Conference is 8th September– A future for all

11. H and H Conference

- Next is 2019 (once every three years)

12. Federation meetings

- Held twice a year in May (evening) and November (day) to pass information from the central council meetings held at SWI head quarters directly to institutes.
- Each Institute should send a Delegate to take notes and vote if required for the institute
- Delegates may have to collect information and pass this to the institute secretary and/or give a report- please guide delegates appropriately.
- If a delegate cannot attend please send apologies in advance of the meeting to the Federation Secretary

13. Group Meetings

- These are held at different times throughout the year and the times vary depending on the group
- These are to pass information from the Federation Executive committee to institutes
- As with the federation meetings each institute should send a delegate to attend and delegates should be guided as to what their role is (ie do they have to report to institute and if there are votes taking place how should they vote)
- Apologies should be sent in advance of the meeting to the Group Secretary

14. Sports Competitions 2018/19 there are federation Heats for

- Ruralympics (February)
- Curling (oct/nov)
- Golf (May)
- Outdoor Bowling (June)
- Indoor Bowling (November)
- Entry forms will be sent to institute secretary prior to these events. Members should be asked whether they wish to submit a team.
- Forms to be returned to Convenors
- **Sports Convenors as at Jan 2018**
 - **Curling Convenor** Mrs Margaret Nelson Tel. 01577 862457
 - **Golf Convenor** Mrs Fiona Lambie Tel: 01764 683 482 Email: fiona.lambie1506@gmail.com
 - **Indoor Bowling Convenor** Mrs Maz Thorn 01577842271
 - **Outdoor Bowling Convenor** **Looking for nominations**

15. Other Information

- Evelyn Baxter scholars. Evelyn Baxter endowed a bursary whereby (normally) two members are trained to a certain standard for a week and then teach classes which are organised by Federations, in that skill. They are expected to spend a Rural year (September to May) travelling round Scotland holding 2 day classes. The training week is also open to all members but while the scholars get it for free, the others pay a fee. A class is organised at the next H&H conference for the members who have attended the classes.

- Proficiency Tests Proficiency tests are a test of the abilities of the members in a particular area of expertise (Housewives/Homeskills) and whether they are up to a standard set by the SWI. The judges themselves have had to satisfy the organisation that they are fully expert in their own field and can recognise qualities and faults in the work submitted.

- SWI monthly Magazine