**Wiltshire Federation of WIs -**

**Annual Meeting Template wording**

*Suggested format of letter to members re annual meeting 2021*

Dear Member of …..…..*Enter name of WI*……….WI

The Committee is planning to hold its Annual Meeting on……..…2021 at…..pm

This meeting will be held via Zoom/Teams/another method (Delete as appropriate)

The following members of the Committee are prepared to stand for this year 2021/2022

Name…………..…*Enter name of standing committee member*

Name………..……*Ditto*

Name…………..…*Ditto*

Name………..……*Ditto*

Continue as necessary

(also include here Officers’ post)

**Option 1**

As these officers are prepared to stand for the coming year, please indicate your acceptance of their decision below

I……….*Enter* *Name of member*……....would like the named members of the committee to continue to stand for ……....*Enter* *Name of WI*……….WI.

**Option 2 -** *if you need new members on the committee from the membership*

Use this to nominate members for inclusion on the committee

I would like to nominate……....*Enter* *Name of nomination*……….to stand on the committee of …..…..*Enter* *Name of WI…..*…..WI.

**Option 3 -** Use this to nominate a President

I would like my vote for …..…..*Enter* *Name of committee member…..*…..to be elected to President of …..…..*Enter Name of WI…..*…..WI.