

LANCASHIRE FEDERATION OF WOMEN’S INSTITUTES

LFWI: MEMBERSHIP SUPPORT SUB-COMMITTEE

WORKSHOPS FOR WI SECRETARIES

WHEN: Saturday 17th March 2018 or Saturday 24th March - 10.00am to 12.30pm

WHERE: LFWI Offices, Croston House, Lancashire Business Park, Centurion Way, Leyland, PR26 6TU

TRAINERS: Pam Simpson & Pam Wade

FEE: £5.00 per person (your WI is responsible for this payment and will be invoiced for this direct)

The Membership Support Committee has organised this workshop as an opportunity for all WI Secretaries to update their knowledge. The workshop is also open to newly appointed Secretaries or any members who are considering becoming Secretaries after their WIs next Annual Meeting.

The objectives of the day will be to identify the role, list the tools for the job and practise some of the skills needed to fulfil the role. Please bring your copy of The Handbook ‘Running a WI is easy when you know how’

Please complete the form below and return to: The Federation Secretary, LFWI Offices, Croston House, Lancashire Business Park, Leyland, PR26 6TU. You can also apply on-line at www.lancashirewi.org.uk

Closing Date: Monday 12th March 2018

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WORKSHOP FOR WI SECRETARIES

Name of WI **Secretary**.....

Address

Postal Code **Telephone**

Email

Members wishing to attend **Saturday 17th March** or **Saturday 24th March**

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