

CORNWALL FEDERATION OF WOMEN'S INSTITUTES

SUB-COMMITTEE ADVISERS

Introduction

Sub-committees work towards the common aims of CFWI. Throughout the calendar year they arrange outings and/or events that fall within their own remit for the enjoyment by WI members across Cornwall. The success of events is enhanced by the specialised expertise and knowledge of an adviser/advisers appointed to a sub-committee.

General

An Adviser to a sub-committee is approved by the Board of Trustees and appointed by the Federation Chairman.

An appointed Adviser may not be an appointed sub-committee member of the same committee to which they advise.

A sub-committee Adviser may not vote and should not be present when elections are held.

Although invited to attend all sub-committee meetings, there is no requirement for an Adviser to attend all meetings but there is an expectation that they attend at least two sub-committee meetings a year.

Confidentiality of sub-committee meetings must be respected at all times.

An Adviser is not expected or required to help at sub-committee events but may be involved in the planning of events.

Mileage may be claimed for attendance at meetings at the same rate as sub-committee members. An adviser may not receive remuneration for their services.

A sub-committee Advisor may not enter competitions arranged by the sub-committee to which they advise.

In consideration of this guidance the role of the adviser is otherwise at the discretion of the sub-committee.