



**OFFICE BEARERS FORM**

*for the September 2024 – Summer 2025 WI season*

Please write clearly in CAPITAL letters and return to WI Headquarters immediately after your Institute’s Annual General Meeting.

**INSTITUTE:** .....

**VENUE WHERE YOUR INSTITUTE MEETS:** .....

**DAY & TIME OF INSTITUTE MEETING (i.e. 1st Wed at 7.45pm / 2nd Tues at 8pm, etc.):** .....

**President:** .....

**Vice-President:** .....

**Address:** .....

**Address:** .....

**Postcode:** ..... **Telephone:** .....

**Postcode:** ..... **Telephone:** .....

**Email:** .....

**Email:** .....

**Secretary:** .....

**Treasurer:** .....

**Address:** .....

**Address:** .....

**Postcode:** ..... **Telephone:** .....

**Postcode:** ..... **Telephone:** .....

**Email:** .....

**Email:** .....

**Magazine Secretary:** .....

**Press Correspondent:** .....

**Address:** .....

**Address:** .....

**Postcode:** ..... **Telephone:** .....

**Postcode:** ..... **Telephone:** .....

**Email:** .....

**Email:** .....

**International Officer:** .....

**Address:** .....

**Postcode:** ..... **Telephone:** .....

**Email:** .....

Please help us to help you by returning this form *as soon as possible* to: WI Headquarters, 209/211 Upper Lisburn Road, Belfast, BT10 0LL  
– Ideally immediately after your Institute’s Annual General Meeting but certainly **before: Thursday, 24th October 2024** – *\*THIS IS IMPORTANT:*  
We can only complete our records of the full LIST OF SECRETARIES for the new 2024-25 WI season once we have received fully completed forms from ALL Institutes.