

# WESSEX COELIAC UK, VOLUNTARY SUPPORT GROUP

## ANNUAL REPORT - 2016

### 1. Committee during 2016

At the 2016 AGM Barbara Bainbridge, Pauline Kidd, Judy Allen, Alan Noble, Kevin Sessions, Wendy Johnston, Janet Day, Caroline Benjamin and Rhiannon Leighton were elected for the year. At the AGM Pauline appealed for volunteers who had IT skills to join the committee as Kevin wished to resign from the committee but had very kindly agreed to stay on until a volunteer had been found to take over his role.

Three members volunteered at the AGM and following discussions about the tasks to be undertaken, Pauline invited Lorryne Smith and John Kenshole to attend the committee meeting in July. They both agreed to be co-opted on to the committee and took on the roles of Membership Secretary and Newsletter Coordinator respectively. Caroline took over the role as Website Editor and became the group's Manufacturers' Contact.

The list below details the current allocation of duties to members of the committee. In addition, all members are asked to attend meetings of the group if at all possible, to help with running meetings, selling raffle tickets, making tea and coffees etc. and talking to members, particularly New Members. Helping with unassigned duties such as booking halls, and the Food Fair is a big commitment for all the Committee.

#### **Chairman – Barbara Bainbridge**

Agrees agendas for meetings of the committee with the Secretary and approves minutes of committee meetings. Chairs meetings of the committee and of the group.

#### **Group Organiser – Pauline Kidd**

Main point of contact with Coeliac UK, receives all email and postal communications from HO and coordinates publicity for the group by providing Coeliac UK with dates of meetings for inclusion in Crossed Grain and sending reports and photographs of meetings. Receives and actions all emails to the Wessex Group. Actions correspondence from members. Signs off accounts prepared by the Treasurer. Liaises with other Support Group Organizers.

**Additionally** liaises with local hospitals. Maintains record and sends newsletter to postal members.

#### **Treasurer – Alan Noble (Roger Kidd with effect from 1 January 2017)**

Responsible for all financial matters of the group and prepares accounts for Head Office. Acts as signatory for bank account. Produces and presents financial statements to the committee and members of the group at the AGM. Retains financial records for a minimum of 6 years and keeps a list of the group's fixed assets.

#### **Secretary – Judy Allen**

Draws up agendas and produces minutes of committee meetings and AGMs of the group. Prepares Annual Reports. Acts as signatory for bank account. **Additionally** produces posters and drafts newsletters.

#### **Membership Secretary – Lorryne Smith**

Maintains the group database and email address book, together with Face book.

Corresponds electronically with new members within one month of receipt of membership details. Prepares reports as requested by officers of the group.

#### **Website editor and Manufacturer's Contact– Caroline Benjamin**

Ensures the group's webpage is accurate, relevant and up to date. Maintains Twitter account. Keeps in contact with Manufacturers and arranges cookery demonstrations and exhibitors at events. Organises sponsorship of newsletters.

**Newsletter Coordinator – John Kenshole**

Formats newsletters from information provided and sends electronically to members via Mailchimp.

**Postal New Members' Contact, Raffle Coordinator and Young Coeliacs' and Parents' Contact - Janet Day**

Corresponds with new members by post within one month of receipt of membership details and provides support by phone and at group meetings if required. Introduces New Members to members of the committee at meetings.

Buys raffle prizes and raffle tickets as necessary. Organises raffle table at meetings and sale of raffle tickets and assists Chairman with the draw.

Responsible for the Email Buddies Scheme and contact with parents of young coeliacs.

**Refreshments Coordinator - Wendy Johnston**

Liaises with gluten-free suppliers to arrange cookery demonstrations and gluten-free buffets and provision of rolls for annual dinners, bread for Fish and Chip suppers and free biscuits for meetings where appropriate. Buys tea, coffee, biscuits, squash etc. as required.

**2. Financial Position of the Wessex Group**

Two summaries of the annual accounts are attached at Appendix 1 and Appendix 2.