



Williams Syndrome Ireland

WSI Overall Management Guidelines

(Structure, Strategy and Operations)

WSI Governance

Revision: 2.0
Date: 21/02/2024
RCN 20024123

TABLE OF CONTENTS

| | |
|--|-----------|
| 1. Introduction | 3 |
| 2. Structure | 3 |
| 2.1. <i>Legal Structure</i> | 3 |
| 2.2. <i>Management Structure</i> | 3 |
| 3. Strategy | 4 |
| 3.1. <i>Strategy Review Process</i> | 4 |
| 3.2. <i>WSI Constitution</i> | 4 |
| 4. Yearly Operations | 4 |
| 4.1. <i>WSI Committee</i> | 4 |
| 4.2. <i>Committee Meetings</i> | 4 |
| 4.3. <i>Planning Committee Meeting</i> | 4 |
| 4.4. <i>Implementation Committee Meeting</i> | 5 |
| 4.5. <i>Monitoring Committee Meetings (Optional)</i> | 5 |
| 4.6. <i>Review Committee Meeting</i> | 6 |
| 4.7. <i>Sub Committee Meetings</i> | 6 |
| 4.8. <i>Day to Day Operations</i> | 6 |
| 5. Annex 1: Summary Budget Template | 8 |
| Summary Budget Template [Insert Year] | 8 |
| 6. Annex2: Committee Meeting Agendas | 10 |
| 7. Annex 3: WSI Constitution | 14 |



| | | | |
|---------------------------|-------------|------------------|--------------|
| WSI Management Guidelines | | | |
| WSI Governance | Version 2.0 | Date: 21/02/2024 | Page 3 of 14 |

1. Introduction

The WSI Governance Handbook is divided in four sections as follows:

1. Overall Management
2. Financial Management
3. Risk Management
4. Committee Code of Conduct

This document is part 1 dealing with the overall management of the association. Separate documents in the WSI Governance Handbook are provided for the other sections:

2. Structure

2.1. Legal Structure

WSI is an unincorporated association and this status is deemed the appropriate structure for a Charity of the size of WSI with approximately 100 members in Ireland. WSI is governed by a Constitution as required by the Charities Regulator.

Membership of this Association is open to individuals affected by Williams Syndrome (WS) and parents of children affected by WS as well as other members of the public who have an interest in the welfare of people affected by WS. Appendix 3 of this document outlines the WSI Constitution.

WSI is a registered charity with the Charities Regulator with Charity (CRA) Number 20024123. WSI is tax exempt as a recognised charity under Revenue's rules and complies with the charity regulations prescribed by Revenue. Its CHY number is 9654.

2.2. Management Structure

WSI is governed by an Annual General Meeting of its members which is held annually after the end of the previous calendar year in January. The AGM elects a Committee to manage the day to day working of the Association for the coming year.

The formal rules for the election of the Committee are defined by the WSI Constitution. See Annex 3.

The Committee consists of a Chairman, Secretary and Treasurer along with a maximum of five other members of the Association. In addition the AGM may appoint additional Associate Committee members who can attend committee meetings from time to time. Associate Committee members are not formally part of the committee and do not have a vote in the decision making of the committee. Acting as an Associate Committee member allows members of WSI to take part in Committee work and to learn about what's involved in running WSI without needing to commit to meetings on an ongoing basis. Adult members of WSI who are affected by WS can also attend as Associate Committee members so that they can effectively provide their input into the running of the association. From time to time the Committee may need to discuss confidential matters and in these instances the Chairman of the meeting may ask all Associate Members to temporarily withdraw from the meeting.

The respective roles of each member of the Committee are defined in the Section 4 of the Handbook - Code of Conduct.



| | | | |
|---------------------------|-------------|------------------|--------------|
| WSI Management Guidelines | | | |
| WSI Governance | Version 2.0 | Date: 21/02/2024 | Page 4 of 14 |

3. Strategy

3.1. Strategy Review Process

A key role of the Committee is to develop the Aims and Objectives of WSI to meet the needs expressed by its members. To this end the Committee may hold a special Strategy Review Committee Meeting to review the Aims and Objectives. This meeting uses the inputs from the membership as well as other inputs such as changes in Regulation and Government Policy along with trends in Williams Syndrome and the general charity sector nationally and internationally. Normally the Committee will hold a Strategy Review meeting every 3 to 5 years and the output of this review may be used to influence the annual work programme of WSI.

The WSI Constitution outlines the broader Aims and Objectives of WSI. In some circumstances the Strategy Review Committee meeting may recommend changes to the Constitution. In these cases the output of the meeting is a revised draft Constitution showing the proposed changes to the Association's aims and objectives. The number of changes to the Constitution should be kept to a minimum and the aims and objectives should be defined in broad terms to avoid excessive changes (See 3.2 below).

3.2. WSI Constitution

Changes to the aims and objectives of WSI must be approved firstly by the Committee. If approved these changes are documented in a revised draft Constitution which is brought to the next AGM for consideration and approval by the members. If the changes are approved by a majority of the membership the revised Constitution is formally adopted subject to approval by the Revenue Commissioners (Charity Section) and the Charity Regulator.

The current Constitution is attached in Annex 3 of this document.

4. Yearly Operations

4.1. WSI Committee

The yearly operation of WSI is managed by the Committee. The Committee manages this programme in line with the aims and objectives of the WSI Constitution. Key Committee Meetings are held to **Plan, Implement, Monitor** and **Review** the annual programme. The annual programme consists of various events for the membership to attend or participate in and day to day support activities.

4.2. Committee Meetings

The Committee is required by the Constitution to hold at least three meetings per calendar year. In practice the Committee may hold more than three meetings especially if there is significant work load at any given time.

However the WSI Committee must organise the following key meetings as follows:

4.3. Planning Committee Meeting

This meeting is held by the incoming Committee at the beginning of the year shortly after the AGM (ideally in February). This meeting reviews any inputs from the previous year's AGM as well as the financial position of the organisation. The key activity for this meeting is to hand-over control of WSI to



| WSI Management Guidelines | | | |
|---------------------------|-------------|------------------|--------------|
| WSI Governance | Version 2.0 | Date: 21/02/2024 | Page 5 of 14 |

the new Committee and to develop an outline plan for the coming year together with an outline budget including projected expenditure and planned fund raising activities. The Committee defines:

- The Planned Events for the Year focussed on the 4 main age profiles of our:
 - Pre School Members
 - Junior School Members
 - Teenage School Members
 - Adult Members
- Nominates a member of the Committee to run each Group of Events or Focus Area.
- Defines the overall content of the events and time frame
- Defines the outline budget for all planned activities in the coming year.
- Reviews the planned scope of day to day operations for the year as defined by the incoming Secretary and the associated budget .
- Defines the main fundraising events planned
- Nominates a member of the Committee to run each Fundraising activity where necessary.
- The meeting also reviews the level of risk that the planned events will give rise to and makes the appropriate risk management arrangements (GDPR, insurance, health and safety and safeguarding arrangements)

The output of the meeting is an approved outline Work Plan and Budget for the New Year.

The Committee also completes the management handover to the incoming Committee including:

- Who is approved to manage finances
- Who is approved to access WSI data and IT systems

See Summary WSI Budget Template in Annex 1

See Planning Committee Meeting Agenda in Annex 2.

4.4. Implementation Committee Meeting

The Implementation Committee meeting is held in March or April each year. This meeting reviews the detailed event and operations plans for the coming year as approved at the February Meeting and as defined by the nominated Committee members.

At the end of the meeting the Work-Plan and Budget is approved for the year. Committee members nominated to run all events make every effort to contain expenditure at these limits unless express approval is granted by the Committee in writing.

Similarly day to day operations costs will be kept within budget limits by the Secretary unless the case for an increase is approved by the Committee in writing. The output of the meeting is an approved detailed Work and Budget for the remainder of the year.

See Implementation Committee Agenda in Annex 2.

4.5. Monitoring Committee Meetings (Optional)

If required the Committee may organise additional Monitoring Committee meetings in the summer of each year. These meetings will monitor the progress of the various events and deal with any additional issues that have arisen. The meeting will also review budget expenditure and fundraising against the plan and approve any changes that may be deemed necessary.

The output of these meetings may be a revised work-plan and budget for the remainder of the year.



| | | | |
|---------------------------|-------------|------------------|--------------|
| WSI Management Guidelines | | | |
| WSI Governance | Version 2.0 | Date: 21/02/2024 | Page 6 of 14 |

See Monitoring Committee Meeting Agenda in Annex 2.

4.6. Review Committee Meeting

The Review Committee Meeting is held in November/December every year. This meeting reviews the outcome of all events and fundraising during the year. Nominated Committee members for each event will report on the quality and cost of the event. The Secretary will also report on the quality and cost of day to operations for the year to date. The Treasurer will report on the overall Financial position of the Association as we approach the end of the year.

The outcome of the year's activities to date will be compared to the event objectives, cost estimates and funding projections as defined in the Work Plan and Budget approved earlier in the year.

The output of the meeting is will be input to the Chairman's report to the AGM which will take place in January.

See Review Committee Meeting Agenda in Annex 2.

4.7. Sub Committee Meetings

The Committee may delegate any of its powers to a subcommittee as stipulated by the Constitution. For example Committee Members nominated to run major events during the year may organise Sub Committees to assist in organising the work and to engender a wider level of participation by members in the Association.

For example it may be advantageous for a Sub Committee to be formed to organise events for he various Focus Areas:

- Pre School Children
- Junior School Children
- Teenage Children
- Adults with WS

Sub Committees may include Committee Members and other such other persons as deemed appropriate.

4.8. Day to Day Operations

The Secretary is responsible for day to day operations of WSI. This involves ensuring that specified operational tasks are carried out to an acceptable standard within the approved budget. These operational tasks include:

- Monitoring incoming emails and voice calls to the WSI email address and phone number and ensuring that these contacts are efficiently handled.
- Handling all correspondence and ensuring that the issues raised are responded to either directly or by another member of the Committee.
- Handling complaints and ensuring that these are responded to.
- Maintaining the associations records such as membership contact list, meeting minutes, correspondence etc.
- Organising Committee meetings and agendas and keeping meeting minutes.
- Tracking incoming operational bills and working with the Treasurer to ensure that these are dealt with.
- Alerting the Committee to potential un-planned operational costs and ensuring that the Committee makes decisions to resolve such issues.
- Drafting an operational work-plan and budget for the Planning Committee meeting and reporting on the outcome of this plan during the Review Committee Meeting.



| | | | |
|---------------------------|-------------|------------------|--------------|
| WSI Management Guidelines | | | |
| WSI Governance | Version 2.0 | Date: 21/02/2024 | Page 7 of 14 |



5. Annex 1: Summary Budget Template

Summary Budget Template [Insert Year]

Balance on Hand at End of Previous Year (from Previous Financial Report)

| Asset Type | Amount(€) | Outstanding Liabilities | Amount(€) |
|------------------------|-----------|-------------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| Balance on Hand | | | |

Next Year's Predicted Cost Estimates

| | Lead | Time | Budget (€) | Notes |
|---|------|------|------------|-------|
| General Activities - for all WSI Members | | | | |
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| WSI Pre School Activities | | | | |
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| WSI Junior School Activities | | | | |
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| WSI Teenage Activities | | | | |
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| WSI Adult Activities | | | | |
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|---|--|------|----------|--|
| | | | | |
| Operations (ie. Everything Else) | | | | <i>Bank Charges, Gifts, Subscriptions, Exceptional items</i> |
| Office Expenses | | Year | | <i>Based on previous years</i> |
| Secretary Expenses | | Year | | <i>Based on previous years</i> |
| Newsletters | | Year | | <i>Assuming 2/3 for the year</i> |
| IT Support | | Year | | <i>Incl. Hosting, Security, Zoom etc</i> |
| Insurance | | Year | | <i>Assuming current basic level</i> |
| Miscellaneous | | Year | | |
| | | | | |
| Sub Total | | | | |
| Total Expenditure | | | € | |

Next Year's Predicted Funding

| Funding Source | Income (€) | Notes |
|------------------------------------|------------|--|
| Small Scale Fundraising by Members | | <i>Based on average Fundraising to date</i> |
| Corporate Fundraising | | <i>Assume that no corporate funds will be raised in 2022</i> |
| Membership | | <i>Assuming 24 members @25€</i> |
| Donations | | |
| Total Funding | | |

Outturn Projected at End of Next Year

| | | |
|---------------------------------------|--|--|
| Balance at Start of Year | | |
| Estimated Fundraising | | |
| Projected Expenditure | | |
| Balance on Hand at End of Year | | |

Date Review at WSI Committee Meeting.

These estimates will be refined and approved between now and June.



6. Annex2: Committee Meeting Agendas

Planning Committee Meeting (February): AGENDA:

1. Minutes of last meeting and matters arising
2. Handover to the New Committee
 - i. Information for the Regulator
 - ii. Photos for the Website – About Us Section
 - iii. Changes to IT Systems Access for Incoming Committee
3. Finance (AGM Report and Current Status)
4. Proposed Events for New Year
 - i. Pre School Area
 - ii. Junior School Area
 - iii. Teenage Area
 - iv. Adults Area
5. Proposed Fundraising Plan
 -
 - Appointment of DLP and DDLP for this years events
 1. Risk Assessment
 - i. GDPR
 - ii. Safeguarding
 - iii. Insurance
 2. Proposed Work Plan and Budget
 - i. Outline Events Cost
 - ii. Outlines Operations Cost
 - iii. Outline Fundraising Plan
 - iv. Draft Budget
 3. Specific Items as Required (incl. Correspondence)
 4. Newsletter
 5. AOB



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|---------------------------|-------------|------------------|---------------|
| WSI Management Guidelines | | | |
| WSI Governance | Version 2.0 | Date: 21/02/2024 | Page 11 of 14 |

Implementation Committee Meeting (March/April): AGENDA:

1. Minutes of last meeting and matters arising
2. Finance
3. Implementation Details for Events
 - i. Pre School Area
 - ii. Junior School Area
 - iii. Teenage Area
 - iv. Adults Area
4. Implementation Details for Fundraising Plan
5. Agreed Work Plan & Budget
 - v. Outline Events Cost
 - vi. Outlines Operations Cost
 - vii. Outline Fundraising Plan
 - viii. Budget
6. Specific Items as Required (incl. Correspondence)
7. Newsletter
8. AOB



| | | | |
|---------------------------|-------------|------------------|---------------|
| WSI Management Guidelines | | | |
| WSI Governance | Version 2.0 | Date: 21/02/2024 | Page 12 of 14 |

Monitoring Committee Meeting (June/July): AGENDA:

1. Minutes of last meeting and matters arising
2. Finance (Financial Position Against Budget)
3. Monitoring Details for Events
 - i. Pre School Area
 - ii. Junior School Area
 - iii. Teenage Area
 - iv. Adults Area
4. Monitoring Details for Fundraising Plan
5. Any Approved Work Plan & Budget
 - v. Outline Events Cost
 - vi. Outlines Operations Cost
 - vii. Outline Fundraising Plan
 - viii. Budget
6. Specific Items as Required (incl. Correspondence)
7. Newsletter
8. AOB



| | | | |
|---------------------------|-------------|------------------|---------------|
| WSI Management Guidelines | | | |
| WSI Governance | Version 2.0 | Date: 21/02/2024 | Page 13 of 14 |

Reporting Committee Meeting (November/December): AGENDA:

1. Minutes of last meeting and matters arising
2. Finance (Financial Position Against Budget)
3. Review for Events
 - i. Pre School Area
 - ii. Junior School Area
 - iii. Teenage Area
 - iv. Adults Area
4. Review of Fundraising Plan F
5. Financial Status Against Budget
6. Committee Rotation Planning
7. Specific Items as Required (incl. Correspondence)
8. Newsletter
9. AOB



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|---------------------------|-------------|------------------|---------------|
| WSI Management Guidelines | | | |
| WSI Governance | Version 2.0 | Date: 21/02/2024 | Page 14 of 14 |

7. Annex 3: WSI Constitution

See separate WSI Constitution Document in the WSI Governance Handbook. (to be provided shortly)

