



WANA Volunteer Officer Nominations 2026

Call for Nominations

Witherley and Atterton Neighbours Association (WANA) invites nominations for Volunteer Officer positions in 2026.

Annual Election Process

Each year, two of the four Officers step down, and duly nominated candidates will be elected at the Annual General Meeting on 17th January 2026.

Eligibility and Nomination

Nominations for Officer roles, which must be supported by a proposer, are welcome from residents of, or those working in, Witherley and Atterton.

Officer Roles Open for Nomination in 2026

- Chair
- Secretary

Role Outlines and Proposer Form

Detailed outlines for each of the four Officer roles are available below or can be requested from secretary@wana.org.uk.

The proposer form is also available here or can be obtained by contacting secretary@wana.org.uk.

Nomination Deadline

Please note that the deadline for submitting nominations is 17.00 hrs on 10th January 2026 to secretary@wana.org.uk.

WANA Volunteer Officer Role outlines

	Chair	Vice Chair	Treasurer	Secretary
Monthly Time Commitment	20hrs per month	20hrs per month	10- 15hrs month	25 – 30 hrs month
Key Activities	<p>Ensure WANA delivers its Constitution.</p> <p>Be the public face of WANA with external partners and agencies.</p> <p>Maintain an oversight of all WANA activities.</p> <p>Chair the monthly Steering Group meetings.</p> <p>Working with the Vice Chair and Secretary ensure decisions made at the Steering Group are enacted in a timely manner.</p> <p>Act as an approved signatory for the Bank account.</p> <p>Authorise bank payments.</p> <p>Participate in WANA subgroups.</p> <p>Approve the final draft of the monthly newsletter.</p> <p>Support the Planning subgroup Chair and the Social Events subgroup Chair to deliver the subgroup Terms of Reference.</p> <p>Meet regularly with the Vice Chair and Secretary to manage WANA.</p> <p>Approve draft minutes for circulation.</p> <p>Approve all draft policies/statements for circulation to the Steering Group.</p>	<p>Support the Chair to deliver the WANA Constitution.</p> <p>Be an active member of the Steering Group.</p> <p>Deputise in Chair's absence for all aspects of the Chairs responsibilities.</p> <p>Act as an approved signatory for the Bank account</p> <p>Authorise bank payments.</p> <p>Lead the WANA Website design and maintenance</p> <p>and the design of promotional posters and material, coordinating with the external printer.</p> <p>Participate in WANA subgroups.</p> <p>Work with the Chair and secretary to produce policies, statements and reports.</p> <p>Support the Secretary in drafting correspondence for approval by the Chair.</p> <p>Meet regularly with the Chair and Secretary to manage WANA.</p>	<p>Ensure due diligence about WANA finances.</p> <p>Support the Chair to deliver the WANA Constitution.</p> <p>Record all cash transactions & receipts</p> <p>Reconcile bank transactions</p> <p>Make bank payments</p> <p>Maintain cash flow forecast</p> <p>Produce a monthly report for the Steering Group.</p> <p>Attend and participate as agreed in WANA subgroups.</p> <p>Support the Planning Subgroup Chair and Social Events Chair to deliver their terms of Reference.</p> <p>Maintain in communication with the Officers via What's app chat facility.</p> <p>Communicate regularly with the Secretary regarding WANA expenses for planned events.</p>	<p>Support the Chair to deliver the WANA Constitution.</p> <p>Provide administration support to WANA including:</p> <p>Planning for meetings</p> <p>Booking of venues</p> <p>Preparing and distributing papers for meetings, drafting correspondence,</p> <p>maintaining the issues & correspondence log.</p> <p>Preparing reports for the steering group</p> <p>Coordinating correspondence to and from external agencies and partners.</p> <p>Maintaining the Steering Group action log.</p> <p>Participate in and provide admin support to the WANA subgroups.</p> <p>Support the Vice Chair in promoting WANA on social media.</p> <p>Supporting the Social Events Chair in the organisation and delivery of social activities.</p> <p>Coordinate delivery of the monthly WANA newsletter</p>

	<p>Coordinate the content, design, printing of the monthly newsletter.</p> <p>Approve all external correspondence drafted by the Secretary.</p> <p>Maintain in communication with the Officers via What's app chat facility</p>			
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WANA Volunteer Officer Nominations January 2026

I (*insert name*).....

am proposing (*insert name*)
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For the WANA Officer role of:

- Chair
- Secretary

I confirm that I am a resident of or work in Witherley or Atterton and that the person I am nominating is a resident or works in Witherley or Atterton.

I confirm that (*insert name*) has consented to this proposal and to the sharing of their contact details.

Contact details proposer

Email:

Mobile number:

Contact details of person being nominated

Email:

Mobile number:

Deadline for nominations is **17.00 hrs on the 10th January 2026** by email to
secretary@wana.org.uk