



**WANA**  
**Witherley Atterton Neighbours Association**  
[wana.org.uk](http://wana.org.uk)  
[hello@wana.org.uk](mailto:hello@wana.org.uk)

## 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](mailto:secretary@wana.org.uk).

The proposer form is also available here or can be obtained by contacting [secretary@wana.org.uk](mailto: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](mailto:secretary@wana.org.uk).

### WANA Volunteer Officer Role outlines

	<b>Chair</b>	<b>Vice Chair</b>	<b>Treasurer</b>	<b>Secretary</b>
<b>Monthly Time Commitment</b>	<b>20hrs per month</b>	<b>20hrs per month</b>	<b>10- 15hrs month</b>	<b>25 – 30 hrs month</b>
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 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 &amp; 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, maintaining the issues &amp; 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>			
--	---	--	--	--



**Witherley Atterton Neighbours Association**

wana.org.uk  
[hello@wana.org.uk](mailto:hello@wana.org.uk)

## **WANA Volunteer Officer Nominations January 2026**

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

am proposing (*insert name*)

.....

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 10<sup>th</sup> January 2026** by email to  
[secretary@wana.org.uk](mailto:secretary@wana.org.uk)