

EXPLANATORY NOTES: GUILD CONTACTS

The new Guild Constitution requires that Guilds have a *minimum* of two Office Holders on their Guild Executive Committee.

TGHQ will therefore only require Guilds to send details of two Guild Contacts from their Executive Committee.

Please note that Guilds may retain a larger committee (there is no maximum number of Office Holders on a Guild Executive Committee), however we will not be recording these additional Guild Office Holders on the database at TGHQ.

TGHQ will require Guilds to provide details of a 'Primary Contact' and a 'Secondary Contact'.

The Office Holder that the Guild records as the Primary Contact will be the principal and first person with whom TGHQ corresponds in relation to *all* general Guild matters i.e. Guild updates, the Affiliation Renewal process and membership issues.

TGHQ will contact / correspond with the Secondary Contact if we cannot reach the Primary Contact.

TGHQ is adopting this approach as Guilds across the country have varying work methods and Guild Office Holders can have different roles, tasks and responsibilities.

It will be up to the Primary Contact – not TGHQ – to pass on relevant information and distribute paperwork to the right person in her Guild. Initially, TGHQ will make the current Secretary the Primary Contact and the current Treasurer the Secondary Contact. This will remain the case unless and until TGHQ receives a copy of the enclosed form notifying us otherwise.

Please return a copy of the enclosed form to TGHQ even if the Primary and Secondary Contact information is correct so that we can confirm the Guild Venue information.

Please note: If TGHQ receives individual correspondence from a member then obviously we will continue to liaise directly with that member.

Please complete a copy of the enclosed form providing details of your two Guild Contacts. Please also confirm details of your Guild venue and meeting time.

Please note: It is vital that you include the postcode of your Guild meeting venue in order that TGHQ can locate suitable Guilds for potential members.

The form can be returned following your AGM or at any time when Guild Contact, venue or meeting details change.

Townswomen

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