

WAGGGS Membership Fee Repayment Plan Process

The following general principles and membership fee repayment plan process were approved by the Audit, Finance and Risk Committee in August 2020. This paper will be reviewed again in 18 months time.

A. General Principles

- 1.1 Membership Fees Repayment Plans can be established to provide financial relief to Member Organisations that are experiencing financial difficulties that are outside of their control and which are making it difficult or impossible to pay their membership fee in one instalment or payment.
- 1.2 Applications from Member Organisations for establishing a Membership Fees Repayment Plan will be considered on the basis of the current financial standing of WAGGGS and the Member Organisation's self-reported financial status. In all cases, the application should be submitted to the Member Organisation's Regional Committee Chair with the Regional Coordinator or Relationship Manager in copy.
- 1.3 Regional teams will review applications and discuss options and terms with the Member Organisations. Applications that receive the support of the Region will be submitted for approval as per the below approval limits.
- 1.4 Approval limits will be within those outlined in the WAGGGS Scheme of Delegation (section 2.4), with the additional inclusion of the Audit, Finance and Risk Committee oversight for Member Organisations requesting repayment plans for £15,000 or more:
 - a) For Member Organisations requesting repayment plans for up to £4,999, approval may be given by the Head of Corporate Services and the Head of Membership and Regional Support.
 - b) For Member Organisations requesting repayment plans for amounts between £5,000 and £14,999, applications must be approved by the Chief Executive Officer.
 - c) For Member Organisations requesting repayment plans for amounts between £15,000 and £49,999, applications must be reviewed and recommended by the Audit, Finance and Risk Committee, for approval by Audit, Finance and Risk Committee Chair and the CEO.
 - d) For Member Organisations requesting repayment plans for £50,000 or more, applications must be reviewed and recommended by the Audit, Finance and Risk Committee for World Board approval (or delegated body).
- 1.5 Applications/requests should be for a specified amount or percentage and should state a repayment timeline.
- 1.6 The maximum number of instalments per year (i.e. 12 month period) will be 12, from date of approval.
- 1.7 The maximum period for payment will be:
 - a) For repayment plans for up to £4,999¹, 2 years.
 - b) For repayment plans between £5,000 and £14,999², 3 years.
 - c) A decision on the length of repayment plans over £15,000³ will be recommended by the Audit, Finance and Risk Finance Committee or World Board (or delegated body) if of £50,000 or more.

¹ This will capture 117 (78%) of all Member Organisations based upon the 2020 Membership Fees

² This will capture 15 (10%) of all Member Organisations based upon the 2020 Membership Fees

³ This will capture 18 (12%) of all Member Organisations based upon the 2020 Membership Fees

- 1.8 Applications should include an explanation to support the repayment plan request. This should provide details on:
- The social and economic context of the country and the Member Organisation
 - Any additional financial impact due to the global financial environment
 - The financial implications that attempting to pay the entire debt will have on the financial stability of the association
 - Membership Fee Payment history, including receiving support towards payment of WAGGGS Membership Fee in the past three years
 - Membership numbers

B. Process

- 1.1 Membership Fees Repayment Plans will be approved on the basis of applications from Member Organisations. In all cases, the application should be submitted to the Member Organisation's Regional Committee Chair with the Regional Coordinator or Relationship Manager in copy.
- 1.2 The Regional Coordinator or Relationship Manager will acknowledge the application and inform the Head of Membership and Regional Support and Head of Corporate Services.
- 1.3 Member Organisations will be requested to submit the information detailed in point 1.8 of the general principles if not accompanying the initial application.
- 1.4 Member Organisations will also be requested to send a proposal for their repayment plan indicating their preferred number of payments and quota amounts with a clear timeline showing when each payment would take place.
- 1.5 The Regional Chair will review the application with at least one other members of the Regional Team (this could be a member of staff or volunteer).
- 1.6 The Regional Chair will present her recommendation regarding the application to the Regional Committee and seek their input.
- 1.7 Once the Regional Committee is satisfied that the application should be considered for approval, the application and all supporting documents will be submitted for final approval to the person or Committee indicated in General Principles point 1.8.
- 1.8 From the moment the Regional Committee has submitted the application, the decision to approve the setting of a repayment plan will take **no longer than 2 weeks**⁴, and assume:
- £15,000 to £49,999 - recommendation, by ballot, from the Audit, Finance & Risk Committee (AFR), followed by approval from CEO and Chair of AFR
 - > £50,000 – World Board or delegated body consisting of a minimum of two of the following: World Board Chair, Deputy Chair or CEO
- 1.9 The Regional Chair and the Regional Coordinator/Relationship Manager will be informed of the outcome of the application. A formal communication will be then sent by the Regional Coordinator or Relationship Manager to the Member Organisation informing the result and setting any details.

⁴ 10 working days