Women's Sheds
of Ireland
"Mná le chéile"

Women's Sheds of Ireland CLG National Handbook & Starter Toolkit

Women's Sheds
of Ireland
"Mná le chéile"

Women's Sheds of Ireland CLG National Handbook & Starter Toolkit

A practical guide to setting up, running and sustaining a Women's Shed.

WELCOME MESSAGE FROM THE BOARD OF WOMEN'S SHEDS OF IRELAND CLG

The Board of Women's Sheds of Ireland CLG is delighted to present this National Handbook & Starter Toolkit — a resource designed to empower, guide and support women across the country who are building community and connection through the Women's Sheds movement.

Women's Sheds have grown rapidly in recent years, reflecting a deep need across Ireland for spaces where women can gather, learn, laugh, share skills, and support one another without judgement or pressure. Each Shed is shaped by the women who walk through its doors, and every Shed — whether large or small — contributes to a national tapestry of resilience, creativity, friendship and community wellbeing.

This handbook was developed to ensure that every woman, in every county, has access to clear, simple, practical guidance when establishing or developing a Shed. Whether you are just beginning the journey, or strengthening an existing group, we hope this resource gives you confidence, clarity and encouragement.

At the heart of this movement is a belief that connection changes lives — and by supporting one another, we create stronger families, stronger communities and a stronger Ireland.

Thank you for being part of this growing national network.
Your leadership, energy and kindness shape the future of Women's Sheds across the country.

Women's Sheds of Ireland CLG
Board of Directors



1. Welcome

Women's Sheds offer connection, creativity, purpose, and community. Women's Sheds of Ireland CLG (WSOI) supports Sheds at national level by providing guidance, structure, resources, representation, and a sense of shared identity. Each Shed remains fully autonomous and community-led — the movement is built from the ground up.

About This Handbook

This handbook has been created by **Women's Sheds of Ireland CLG** to help new and existing Sheds build strong foundations. Women's Sheds are growing rapidly across Ireland because women everywhere are seeking meaningful connection, community, purpose, and belonging. A Women's Shed is a warm, safe, supportive space where women can gather without judgement, pressure, competition, or expectation. Whether you're a group of neighbours who want to meet for a cuppa, or a steering group planning a structured programme, the Women's Sheds movement is for you. Whether you are beginning from scratch or strengthening an established group.

Our aim is simple: **to help you start strong, grow confidently and feel supported every step of the way.**

Our goal is: **to make it simple, accessible and achievable for every community in Ireland.**

The Women's Shed Ethos

Women's Sheds are built on:

- **Belonging** – a safe, warm space where everyone is welcomed.
- **Connection** – friendships, shared skills, laughter, stories.
- **Wellbeing** – activities that support physical, mental and social health.
- **Creativity** – learning, making, exploring and trying new things.
- **Empowerment** – women supporting women to thrive.

What This Handbook Offers

Inside this toolkit you'll find:

- Clear guidance on how to start a Shed
- Templates for meetings, membership and policies
- Funding advice
- Ideas for activities
- Governance guidance
- Practical tips from existing Sheds
- Ways to link with the national Women's Sheds of Ireland network

2. What is a Women's Shed?

A Women's Shed is an inclusive, community-led initiative, volunteer-led space where women aged 18+ of all backgrounds and abilities come to connect, learn, laugh, share skills and support one another. They provide belonging, purpose and community — especially for women who may be isolated, retired, new to an area, experiencing life

changes or simply seeking friendship and creativity. Its main goal is to improve wellbeing.

There is no one-size-fits-all model. Each Shed is shaped by the needs, interests, and personalities of the women who join it. No two Sheds look exactly alike — and that is the beauty of the movement.

Core Principles of Women's Sheds

Women's Sheds across Ireland are built on shared values:

- **Belonging:** Every woman is welcome.
- **Respect:** All voices matter.
- **Connection:** Friendships are central.
- **Inclusivity:** Diversity is valued and celebrated.
- **Empowerment:** Women support women to thrive.
- **Community:** Sheds contribute positively to local life.

What a Women's Shed is NOT

A Women's Shed is **not**:

- A political or religious organisation
- A replacement for professional services
- A space that expects perfection or performance
- A competitive environment

It is a place for women to be themselves, at their own pace.

3. Starting a Shed

Launching a Women's Shed doesn't require a perfect plan — it simply starts with **women coming together with a shared intention**. Starting a Women's Shed is straightforward and deeply rewarding. Below is a step-by-step guide to help you form your foundation.

3.1 Start With a Conversation

Many Sheds begin informally:

- A chat among neighbours
- Women meeting at a local event
- A post on Facebook gauging interest
- A notice on a community board

Your first goal is not organisation — it's **connection**.

How to Host an Initial Information Meeting

Keep it simple and welcoming:

- Choose a casual location (library, hall, café).
- Introduce the idea and purpose of a Women's Shed.
- Ask: *"What would you love to see happening in our shed?"*
- Gather names and contact details.
- Share the vision of Women's Sheds of Ireland CLG.

- Identify 4–6 volunteers willing to form a steering group.
- Agree on next steps

3.2 Forming a Steering Group

A steering group is a small team (usually 4–6 women) who help move the Shed from idea to action. This group helps share the early direction while keeping things manageable

Suggested Roles

Each role description is written in plain English to reduce overwhelm:

- **Chairperson:** Supports meetings, ensures everyone's voice is heard.
- **Secretary:** Keeps notes, manages communications and member lists.
- **Treasurer:** Oversees finances simply and transparently.
- **PRO / Communications Lead:** Social media, posters, local promotion.
- **Wellbeing Officer:** Ensures the space is safe, respectful and inclusive.
- **Membership Officer:** Keeps tracks of memberships renewals and responsible for recruitment of new members

Shared Leadership Approach

No one is expected to do everything.
Tasks can rotate monthly.
Women can co-share roles if that feels safer or easier.

We must all remember that this is a voluntary role and any hours pledged is appreciated.

3.3 Choosing a Name & Identity

Your Shed name should reflect your community and spirit. Examples:

- *Mná Le Chéile Women's Shed*
- *Northside Women's Shed*
- *Riverbank Women's Shed*

If desired, Women's Sheds of Ireland can guide you in selecting:

- A logo
- Brand colours
- A tagline
- Social media handle formats

---

4. Governance & Committee Structure

Governance does not have to feel intimidating. Our aim is to keep things clear, simple and empowering. Good governance ensures your Shed is safe, fair and sustainable. While Sheds remain informal compared to charities, clear structures help everything run smoothly.

4.1 Constitution (Template will be provided)

A Constitution helps your Shed operate fairly and transparently. It outlines:

- Purpose of your Shed
- Membership rules

- How decisions are made
- Roles and responsibilities
- Financial oversight
- Meeting requirements

It protects both your members and your Shed.

A full editable constitution template will be included in the toolkit.

4.2 Core Policies

Every Shed should have:

- Code of Conduct
- Health & Safety Statement
- GDPR / Data Protection Overview
- Social Media & Photography Consent Policy
- Safeguarding Statement (if activities involve children or vulnerable adults)

You will receive ready-to-use templates for each.

4.3 Insurance

Women's Sheds of Ireland will guide Sheds to appropriate insurance options which typically include:

- Public liability
- Member-to-member cover
- Optional add-ons depending on activities

Many community centres require insurance before granting room hire.

4.4 Committee Roles

Chairperson

- Ensures meetings are inclusive
- Helps maintain group cohesion
- Supports planning and decision-making
- Acts as a point of contact with venues and partners

Secretary

- Manages email and communications
- Keeps minutes
- Manages member contact lists
- Issues meeting notices

Treasurer

- Manages the Shed's finances
- Keeps receipts, records & bank statements
- Prepares financial reports
- Ensures transparency

Public Relations Officer (PRO)

- Runs social media pages

- Promotes events
- Writes occasional press releases

Wellbeing & Inclusion Officer

- Ensures the Shed is welcoming
- Supports women experiencing difficulties
- Addresses concerns discreetly
- Promotes inclusion

Membership Officer

- Tracks memberships renewals
- Recruits new members
- Keeps a database of all members details

4.5 Meetings

Committee Meetings

Held monthly or bi-monthly.
Agenda template is provided in the Appendix.

Annual General Meeting (AGM)

Should occur once a year to review:

- Activities

- Finances
- Plans
- Election of committee

AGM toolkit is included in the Appendix.

4.6 Record Keeping

Essential documents include:

- Minutes
- Attendance sheets
- Membership forms
- Annual report
- Accounts

Templates included.

5.POLICIES & PROCEDURES

Every Shed should have simple, written policies to protect members and the organisation.

5.1 Essential Policies (Included in Appendix)

- Code of Conduct
- Membership Form
- GDPR/Data Protection Statement
- Photography & Social Media Consent Form
- Health & Safety Statement
- Incident Report Form
- Safeguarding Statement (if relevant)

These keep everyone safe, informed and protected.

5.2 GDPR in Plain English

Women's Sheds must:

- Keep personal data safe
- Only collect what is necessary
- Not share data without consent
- Delete data when no longer needed

Membership and consent forms cover this.

5.3 Social Media Guidelines

- Respect privacy
- Avoid posting group photos without consent
- Keep tone positive
- Celebrate achievements
- Share activities and events

6. INSURANCE & LEGAL CONSIDERATIONS

All Women's Sheds should have appropriate insurance before running activities or hiring a venue.

6.1 Types of Insurance

- Public Liability Insurance — covers accidents or injuries involving the public
- Member-to-Member Cover — protects members interacting during activities
- Equipment Cover — optional

Women's Sheds of Ireland CLG can provide guidance on sourcing insurance.

6.2 Legal Status

Most Sheds are community groups, not registered charities.
A constitutional structure is sufficient for most local grants.

Should you wish to apply for Charitable Status Womens Sheds of Ireland can offer guidance so get in touch.

---

7. FINDING A HOME FOR YOUR SHED

A Shed doesn't need a fancy space — just a safe, accessible, welcoming one.

Possible Locations

- Community centres
- Family resource centres
- Parish halls
- GAA/sports clubs
- Libraries
- Schools after hours
- Local business units
- Men's Sheds (shared collaboration)

What to Look For

- Warm and accessible

- Chairs & tables
- Storage space
- Toilet facilities that are accessible
- Safe car parking
- Reasonable rent

A sample venue request letter will be included.

7.3 Sample Questions to Ask a Venue

- What insurance is required?
- Is the space fully accessible?
- Is storage available?
- Are there heating/utility charges?
- Can we decorate or rearrange?
- What hours are available?

A **Venue Request Letter Template** is provided in the Appendix.

---

8. FUNDING & FINANCES

8.1 Opening a Bank Account

You will need:

- Your constitution
- Minutes appointing the Treasurer and signatories
- ID for signatories

Keep finances simple and documented.

Choose an account that allows dual signatories to ensure transparency. Shop around for the best rates with each bank.

8.2 Membership Fees

As each shed is autonomous membership fees are discretionary as per the need

Each Shed can decide:

- A small annual membership
- A “pay per session” model
- A hybrid combination
- A hardship/discretionary fund

Accessibility should always be prioritised.

8.3 Funding Sources

Women’s Sheds commonly receive support from:

- Local Authority Women’s Shed fund

- LCDC community grants
- Sports Partnership funding
- Creative Ireland
- Healthy Ireland
- Corporate sponsorship
- Local fundraising nights

A sample sponsorship letter is included in the toolkit.

---

9. ACTIVITIES & PROGRAMMING

Women's Sheds are shaped by the interests, skills and needs of their members. Activities should be **fun, accessible, affordable and varied**, allowing women to try new things in a supportive environment. Activities can be:

- Creative
- Educational
- Social
- Physical
- Practical

Examples include:
Yoga, crafting, walking groups, drumming, mindfulness, IT skills, nutrition, sewing, budgeting, music, book clubs, talks, day trips.

9.1 How to Plan Your Programme

A strong programme begins with **listening**.

We recommend:

- Running a *Member Interest Survey* (template in Appendix)
- Asking women what days/times suit them
- Starting with simple activities
- Trying short "taster sessions" before committing to long courses
- Reviewing activities every 3–6 months

Examples of Popular Shed Activities

Creative Activities

- Knitting & crochet
- Painting
- Drawing
- Crafts & card-making
- Sewing
- Upcycling
- Photography
- Floral arranging

- Writing groups

Wellbeing & Health

- Yoga / Chair yoga
- Pilates
- Meditation
- Sound baths
- Zumba or dance sessions
- Walking groups
- Nutrition workshops
- Mindfulness classes

Skill-Building

- IT basics & digital literacy
- Budgeting / personal finance workshops
- Cooking & baking
- DIY skills
- First aid
- Confidence-building workshops

Social Activities

- “Cuppa & chat” mornings

- Book clubs
- Film nights
- Guest speakers
- Games nights
- Day trips & outings

Intergenerational Activities

- Craft projects with schools
- Storytelling with youth groups
- Workshops with older adults in the community

9.2 Working With Facilitators

When bringing in tutors or workshop leaders:

- Get a short written agreement (template included)
- Agree on a fee/cancellation fee in advance
- Clarify materials and costs when booking
- Make sure they are insured if required
- Ensure the activity aligns with the Shed ethos
- Request a receipt for workshop carried out for your treasurer

9.3 Evaluating Your Activities

After activities end, consider asking:

- Did members enjoy it?
- Was it accessible?
- Was the facilitator good value?
- Should we repeat it?
- Did it support wellbeing, connection or skill-building?

A member interests survey template will be provided.

---

10. INCLUSION & WELLBEING

Inclusion is the heartbeat of every Women's Shed. The Shed should feel like a **safe, warm, non-judgmental space** where all women, from all backgrounds, feel they belong.

Include guidance on:

- Warm welcome practices- greet members at the door
- Managing group dynamics
- Supporting women experiencing loneliness or anxiety
- Cultural sensitivity
- Inclusive language
- Signposting to supports

- Conflict resolutions basics.

10.1- Supporting Women Experiencing Isolation

Many women join Sheds because they feel lonely, anxious or unsure where they fit.

Sheds can help by:

- Encouraging gentle involvement
- Keeping activities low-pressure
- Avoiding cliques
- Taking time to check in privately
- Ensuring the Wellbeing Officer is available

10.3 Cultural Inclusion

Women's Sheds welcome women:

- From all cultures
- With varying levels of English
- From minority backgrounds
- With diverse life experiences

Ways to support cultural inclusion:

- Avoid assumptions
- Use plain English
- Celebrate diversity

- Invite cultural exchange activities

10.4 Conflict Resolution

Disagreements can happen.
A simple approach includes:

1. Stay calm and listen
2. Seek to understand all perspectives
3. Refer to the Code of Conduct
4. Aim for fairness over speed
5. If needed, use a neutral committee member to mediate

10.5 Mental Health Awareness

Women's Sheds are not formal health services, but they can play a vital role by:

- Knowing local support services
- Listening without judgement
- Offering safe social connection
- Encouraging self-care
- Promoting wellbeing activities

Sheds must never attempt to provide professional counselling unless delivered by a qualified facilitator.

11. COMMUNICATIONS & PROMOTION

Good communication keeps members engaged and helps the wider community understand the Shed's impact.

Forms of Communication and Promotion include:

- How to set up a Facebook/Instagram page
- How to promote events locally
- Press release template
- Simple brand guidelines
- WhatsApp group etiquette

11.1 Internal Communication

Effective tools include:

- WhatsApp groups
- Email newsletters
- SMS reminders
- Noticeboards
- Monthly calendars

WhatsApp Group Guidelines

- Keep posts respectful and on topic

- No political or divisive content
- Avoid excessive forwarding of memes or chain messages
- Respect privacy
- Keep the focus on Shed-related communication
- Having a curfew to be respectful of family time

11.2 External Communication

Sheds often use:

- A public Facebook page
- Local newspaper notices
- Radio interviews
- Posters in shops and community centres
- Parish newsletters
- Local authority community bulletins

11.3 Social Media Tips

- Share photos with consent
- Highlight successes
- Promote upcoming events

- Celebrate member achievements
- Tag local partners and supporters

Tone should always be:

- Warm
- Inclusive
- Positive
- Community-focused

11.4 Press Releases

A simple press release template is included in the Appendix.

---

12. COLLABORATIONS & COMMUNITY LINKS

Women's Sheds flourish when they build strong connections with other groups.

12.1 Potential Partners

- Family Resource Centres
- Older adult groups ie- Senior Citizens Group/ Active Retirement/ ICA
- Men's Sheds
- Healthy Ireland initiatives

- Local artists
- Sports clubs
- Libraries
- Local businesses
- Community gardens
- Schools and youth groups

12.2 Benefits of Collaboration

- Shared resources
- More venue options
- New skillsets
- Stronger funding applications
- Increased visibility
- Greater community impact

12.3 National Opportunities Through WSOI

Women's Sheds of Ireland CLG provides:

- National events
- Training opportunities

- Peer support
- Networking between Sheds
- National advocacy

Sheds are encouraged to engage and participate when possible.

Ideas:

- Partner with local organisations
- Share space with Men's Sheds if appropriate
- Work with local artists, sports clubs, libraries
- Join WSOI national events/ Board
- Create cross-shed workshops

---

13. MEETINGS & RECORD-KEEPING

Resources that will be included:

- Agenda template
- Minutes template
- Attendance sheet
- AGM guide
- Annual report outline.

---

14. HEALTH & SAFETY

Sheds must prioritise safety in all activities.

14.1 Health & Safety Basics

- Ensure the venue is safe and accessible
- Conduct a risk assessment (template provided)
- Keep a stocked first aid kit
- Ensure emergency exits are clear
- Record any incidents immediately
- Ensure facilitators understand safety requirements

14.2 Safeguarding

If activities involve:

- Children, or
- Adults with additional support needs

You must follow safeguarding guidelines and ensure a policy is in place.

A sample Safeguarding Statement is included in the Appendix.

14.3 Accessibility

Check that:

- Walkways are clear
- Seating is comfortable and adaptable
- Activities are suitable for all ability levels
- Instructions use plain English

Every Shed should complete:

- A risk assessment
- Emergency plan
- Incident report procedure
- Basic first aid information

Templates will be provided.

---

15. LONG-TERM SUSTAINABILITY

A successful Shed is one built to last.

15.1 Recruiting and Retaining Members

Ideas include:

- Open days

- “Bring a friend” sessions
- Free taster workshops
- Social media posting
- Collaborations with local groups

15.2 Avoiding Volunteer Burnout

- Share tasks among committee members
- Rotate roles annually
- Set realistic expectations
- Encourage breaks and holidays
- Avoid overloading one person

15.3 Succession Planning

Every committee should encourage new leaders to step forward.
Tools include:

- Clear role descriptions
- Shadowing opportunities
- Mentoring new volunteers

15.4 Annual Review

Suggested questions:

- What worked well this year?
- What challenges came up?
- What activities were most valued?
- What improvements can be made?
- What goals do we have for next year?

15.5 Celebrating Achievements

Never underestimate the power of:

- Award nights
- Social outings
- Certificates of participation
- Sharing stories online

Sheds thrive on positivity and recognition.

---

16. Frequently Asked Questions

How many members do we need to start a Women's Shed?
There is no minimum number required. Many Women's Sheds begin with a small group of 3–6 women and grow naturally over time. What matters most is having a committed core group and a welcoming approach to new members.

What if we can't find a venue?
Not having a permanent venue should not stop you from starting. Many Sheds begin by meeting in community centres, parish halls, cafés, libraries, Men's Sheds, or shared community spaces. Some start with walking groups or pop-up activities while a longer-term space is explored. Flexibility is key in the early stages.

Can we run a Women's Shed without a formal committee?
In the early stages, a Shed can operate informally with a small steering group. However, as membership grows, it is strongly recommended to establish a simple committee structure (Chair, Secretary, Treasurer) to support good governance, funding applications, insurance, and sustainability.

What insurance do we need?
At a minimum, Sheds should have Public Liability Insurance. Depending on activities, additional cover such as member-to-member insurance may be required. Some venues include insurance as part of room hire. Women's Sheds of Ireland can provide guidance on suitable insurance options.

Can we register as a charity?
Most Women's Sheds operate as voluntary community groups and do not require charitable status. Charity registration can involve significant administrative responsibilities and is not necessary for the majority of Sheds. If a Shed is considering this route, independent advice should be sought.

---

17. About Women's Sheds of Ireland(WSOI)

National Vision
Women's Sheds of Ireland CLG exists to support the development, sustainability, and visibility of Women's Sheds across Ireland. Our vision is an Ireland where women of all ages have access to safe, inclusive, community-led spaces that support wellbeing, connection, creativity, and lifelong learning.

How WSOI Supports Local Sheds

Women's Sheds of Ireland supports local Sheds by:

- Providing guidance, resources, and templates
- Sharing best practice and learning
- Supporting governance and sustainability
- Promoting the Women's Shed movement nationally
- Advocating for recognition, funding, and inclusion
- Facilitating networking between Sheds

Each Shed remains fully autonomous and community-led.

National Events & Training Opportunities

WSOI facilitates and promotes:

- National and regional networking events
- Training workshops for committees and volunteers
- Information sessions on governance, wellbeing, and sustainability
- Opportunities to connect, learn, and share experiences

Details of events and training are shared through official WSOI communication channels.

Contact Details

For support, guidance, or general enquiries:

- **Women's Sheds of Ireland CLG**
  Email: *wsoireland@gmail.com*
  Website: *https://www.womensshedsireland.com/*
  Social Media: *https://www.facebook.com/Womensshedsofireland*

18.Using this Handbook

This handbook is intended to support and guide Women's Sheds at all stages of development — from initial ideas through to established, thriving Sheds.

It is not intended to be prescriptive or restrictive. Each Women's Shed is autonomous and community-led, and decisions should always reflect the needs, capacity, and priorities of its members.

Sheds are encouraged to:

- Use this handbook as a reference, **not a rulebook**
- Adapt guidance to suit local circumstances
- Introduce structures at a pace that feels manageable
- Seek support when needed

The templates provided in the Appendix are offered as guidance only and may be adapted, amended, or replaced to suit each Shed's individual needs.

---

19. Appendix A-Z

The templates and resources below are offered as supporting guidelines. Every Women's Shed operates differently, and these documents may be tailored or adjusted to suit the individual needs of each Shed and its members.

Appendix A – Constitution Template

Appendix B – Code of Conduct

Appendix C – Membership Form

Appendix D – Data Protection & GDPR Consent Form

Appendix E – Photography & Media Consent Form

Appendix F – Meeting Agenda Template

Appendix G – Meeting Minutes Template

Appendix H – AGM Pack (Notice, Agenda & Nomination Form)

Appendix I – Risk Assessment Template

Appendix J – Accident / Incident Report Form

Appendix K – Health & Safety Checklist

Appendix L – Safeguarding Statement Template

Appendix M – Budget Template

Appendix N – Sponsorship Request Letter

Appendix O – Venue Request Letter

Appendix P – Facilitator / Tutor Agreement

Appendix Q – Activity Planning Sheet

Appendix R – Member Interest Survey

⭐ APPENDIX / TOOLKIT

A. CONSTITUTION TEMPLATE

(Editable for local Sheds — aligned with WSOI values)

1. Name

The name of the group shall be: _____ **Women's Shed** (the "Shed").

2. Purpose / Objects

The purpose of the Shed is to provide a supportive, inclusive, community-based space where women of all ages and backgrounds can connect, develop skills, enhance wellbeing, and participate in social, recreational and educational activities.

Subsidiary objects include:

- Reducing social isolation
- Promoting physical and mental wellbeing
- Supporting intergenerational connection
- Encouraging creativity, learning and skill-sharing
- Providing opportunities for personal and community development
- Promoting inclusion and belonging

Women's Sheds of Ireland
"Mná le chéile"

3. Membership

3.1 Membership is open to all women aged 18 and over.
3.2 Members must complete a membership form and consent to the Code of Conduct.
3.3 Membership fees (if any) are set annually by the committee.
3.4 Members must act respectfully and uphold the values of the Shed.

4. Committee

4.1 The Shed shall elect a Committee consisting of at least:

- Chairperson
- Secretary
- Treasurer
- Public Relations Officer (optional)
- Wellbeing & Inclusion Officer (optional)

4.2 The Committee will manage administration, finances, activities and communications.
4.3 Committee members may serve for one year and are eligible for re-election.

5. Meetings

5.1 The Committee shall meet regularly (monthly or as required).
5.2 An Annual General Meeting (AGM) shall be held once per year.
5.3 Decisions shall be made by majority vote of those present.
5.4 A quorum for committee meetings shall be 3 members.

6. Finance

6.1 A bank account shall be opened in the name of the Shed.
6.2 Two signatories are required for all withdrawals.
6.3 Accurate financial records shall be kept and presented annually.
6.4 Funds shall only be used to further the objectives of the Shed.

7. Policies

The Shed shall adopt the following policies:

- Code of Conduct
- Health & Safety Statement
- Data Protection Statement
- Safeguarding Policy (if relevant)
- Social Media & Photography Consent

8. Amendments

The Constitution may be amended at the AGM by a two-thirds majority vote.

9. Dissolution

In the event of dissolution, any remaining funds shall be donated to a local community organisation with similar aims, selected by the members.

Signed:
Chairperson: _____
Secretary: _____
Date: _____

B. CODE OF CONDUCT

All members agree to:

1. Treat others with respect, kindness and dignity
2. Create a warm, welcoming and inclusive environment
3. Support the ethos of Women's Sheds of Ireland CLG
4. Listen to others' views without judgement
5. Maintain confidentiality where appropriate

6. Avoid gossip, conflict and divisive behaviour
7. Respect diversity and differences
8. Communicate concerns to the Committee in a constructive way
9. Uphold safety rules for all activities and venues

Failure to follow the Code may result in review of membership.

C. MEMBERSHIP FORM

Name: _____
Address: _____
Phone: _____
Email: _____
Emergency Contact Name & Number: _____

Membership Fee Paid: Yes / No / Waived

Preferred Activities:

(arts, crafts, wellness, walking, day trips, skills classes, etc.)

Consent:

I agree to follow the Code of Conduct and understand the policies of the Shed.

Signature: _____ Date: _____

D. DATA PROTECTION & CONSENT FORM (GDPR)

We collect your contact information solely for the purposes of:

- Contacting you about activities, updates and membership
- Meeting health & safety requirements
- Managing the administration of the Shed

Your information will:

- Be stored securely
- Not be shared with third parties
- Be deleted when no longer required

You may request access or deletion of your data at any time.

I consent to the Shed holding my personal data as described above.

Signature: _____ Date: _____

E. PHOTOGRAPHY & SOCIAL MEDIA CONSENT FORM

From time to time, we may take photographs or short videos to share:

- On our Shed Facebook page
- In local newspapers
- On Women's Sheds of Ireland CLG national platforms
- For funding reports

Please tick:

☐ YES — I consent to my photo being used for the above purposes
☐ NO — I do NOT wish my photo to be used

Signature: _____ Date: _____

F. AGENDA TEMPLATE

Name of Shed: _____
Meeting Date: _____

Agenda

1. Welcome & apologies
2. Minutes from previous meeting
3. Treasurer's report
4. Membership update
5. Programme/activities update
6. Funding applications
7. Health & safety matters
8. AOB (Any Other Business)
9. Next meeting date

G. MINUTES TEMPLATE

Meeting Date: _____
Chair: _____
Attendees: _____

Minutes

1. Previous minutes approved: Yes/No

2. Treasurer's update: _____
3. Activity update: _____
4. Funding update: _____
5. Decisions taken: _____
6. Actions assigned: _____

Next meeting: _____

H. AGM PACK

1. AGM NOTICE TEMPLATE

The Annual General Meeting of _____ **Women's Shed** will take place on:

Date: _____
Time: _____
Venue: _____

All members are welcome.

---

2. AGM AGENDA

1. Welcome
2. Minutes of previous AGM
3. Chairperson's report
4. Treasurer's report

5. Election of Committee
6. Plans for the year ahead
7. AOB

---

3. AGM MINUTES TEMPLATE

Record:

- Attendance
- Reports delivered
- Committee elected
- Decisions made

I. RISK ASSESSMENT TEMPLATE

Activity/Session: _____
Location: _____
Date: _____

Hazards Identified:

1. _____
2. _____
3. _____

Risk Level: Low / Medium / High

Control Measures:

- _____
- _____

Assessed by: _____ Date: _____

J. INCIDENT / ACCIDENT REPORT FORM

Date of incident: _____
Location: _____

Description of incident:

Persons involved:

Action taken / First aid given:

Reported by: _____ **Signature:** _____
Committee use only: Follow-up required? Yes/No
Details: _____

K. HEALTH & SAFETY CHECKLIST

☐ Venue is clean and accessible
☐ Fire exits are clear
☐ Heating adequate
☐ Floors free of hazards
☐ Equipment stored safely
☐ First aid kit stocked
☐ Emergency contact list available
☐ Facilitators briefed on safety

L. SAFEGUARDING STATEMENT (If Applicable)

This Shed is committed to safeguarding the welfare of all participants, including children and adults with additional support needs.
We will:

- Operate a safe, inclusive environment
- Ensure activities are appropriate and supervised
- Adhere to relevant national safeguarding guidelines
- Report any concerns to appropriate authorities
- Ensure facilitators working with vulnerable groups are vetted

This is a general statement and can be adapted as needed.

M. BUDGET TEMPLATE

Income:
Membership fees: €_____
Grants: €_____
Fundraising: €_____
Other: €_____

Expenditure:
Room hire: €_____
Facilitator fees: €_____
Materials: €_____
Insurance: €_____
Refreshments: €_____
Misc: €_____

Balance: €_____

N. SPONSORSHIP REQUEST LETTER

Dear _____,

We are writing on behalf of _____ **Women's Shed**, a community-based voluntary group providing connection, wellbeing and learning for women in our local area.

As part of our development, we are seeking support to help fund activities, workshops and resources for our members. Your organisation has a strong reputation for supporting community wellbeing, and we believe this partnership would have a meaningful local impact.

We kindly invite you to consider:

- Sponsoring an activity or programme
- Providing materials or resources
- Offering financial support
- Supporting us through staff volunteer hours

We would be delighted to acknowledge your support on our social media and at our events.

Thank you for considering this request.
We would be happy to meet at your convenience.

Warm regards,
Name: _____
Role: _____
Contact: _____

O. VENUE REQUEST LETTER

Dear _____,

We are contacting you on behalf of _____ **Women's Shed**, a local community group supporting connection, wellbeing and learning among women in our area.

Our members are seeking a welcoming, accessible venue for weekly gatherings and activities. We would be grateful if you could let us know whether your space might be available for hire or support.

We require:

- Tables & chairs
- Heating
- Basic storage (if possible)
- Accessible toilets
- A consistent weekly time slot

We are fully insured and operate under the ethos of Women's Sheds of Ireland CLG.

Thank you for considering our request.
We would appreciate the opportunity to discuss this further.

Warm regards,
Name & Role
Contact Details

P. FACILITATOR AGREEMENT

Facilitator Name: _____
Workshop Title: _____
Dates/Times: _____
Fee Agreed: €_____

The facilitator agrees to:

- Deliver the activity safely and professionally
- Arrive on time and provide necessary materials
- Maintain appropriate insurance (if required)

The Shed agrees to:

- Provide a suitable venue
- Promote the workshop to members

- Pay the agreed fee upon completion

Signed (Facilitator): _____
Signed (Shed Rep): _____
Date: _____

Q. ACTIVITY PLANNING SHEET

Activity: _____
Facilitator: _____
Date/Time: _____
Materials Needed: _____
Cost to Members: _____
Expected Attendance: _____
Risks/Considerations: _____

R. MEMBER INTEREST SURVEY

Which activities interest you?
☐ Arts & crafts
☐ Fitness
☐ Yoga
☐ Walking group
☐ Music/drumming
☐ Cooking/baking
☐ IT / digital skills
☐ Day trips
☐ Social nights
☐ Guest speakers
☐ Other (please specify): _____

What days/times suit you best?

Anything you would love to see in our Shed?

Closing Note

Women's Sheds are built on connection, care, creativity, and community. Every Shed reflects the women who shape it — their experiences, strengths, ideas, and hopes.

Women's Sheds of Ireland CLG is proud to support the growth of Women's Sheds nationwide and recognises the vital role they play in supporting women's wellbeing and community life.

We encourage all Sheds to continue learning, sharing, and supporting one another as part of this growing national network.

Together, we are stronger.
Mná le chéile.

Women's Sheds of Ireland "Mná le chéile"