

JOB DESCRIPTION – MWIA PRESIDENT-ELECT

The MWIA President-elect is a member of the MWIA executive, the decision-making body of the association. In this role, she works closely with the President, the Immediate Past President, the Secretary General and the Executive with whom she keeps in close communication. Her role is essentially that of shadowing the President, and learning what will be required of her when she becomes President.

Every President-elect needs to choose a theme and plan activities around this theme to be presented to the membership during her presidential speech after her inauguration at the end of the international MWIA meeting.

The President-elect is an ex officio member without voting rights of all committees. Her term of office is three years. She assumes the office of President at the end of the last session of the next General Assembly

Details of her roles are as below but may include other tasks if necessary:

General functions

- Is an ad-hoc member on all MWIA committees and participates actively in the workings of the MWIA executive.

General Administration and Communication with membership

- Answers emails in a timely manner

Communication, Public Relations and Media

- Networks on behalf of MWIA at all meetings and conventions that she attends
- Encourages interest in the Association.

Meeting attendance

- Is expected to attend bi-monthly Skype meetings
- Is expected to attend the annual meeting of MWIA Executive
- Is expected to attend the triennial MWIA international meeting
- Is expected to attend the post congress executive meeting at the beginning of her term and the pre congress executive meeting at the end of her term
- Is expected to attend the National Coordinator Briefing at the triennial MWIA international meeting

Reporting

- Annual report for the executive meeting
- Triennial report for the general assembly
- Report of any meeting attended

Essential criteria/skills for the position:

- To be a registered medical practitioner in good standing
- To be a member of a national association in good standing or an individual member in good standing (dues paid for triennium including 2017-2018)
- To embrace technology and social media and to utilize this to promote the MWIA
- Good knowledge of English both written and spoken with knowledge of other languages desirable
- Has excellent organizational and management skills and is a good team player

Inability to Hold Office (Article 13 of the Statues)

- The President-elect assumes the Presidency in case of death or inability of the President to carry out her duties during the President's term of office
- If the President-elect has left her role to assume the Presidency, she will continue as President for her elected term
- The vacated President-elect position would remain vacant for the remainder of her term and would be filled by the normal election procedure for the next term

Funding

Please note: There is **no remuneration** for the position. However, the President-elect will be reimbursed the same as other executive members:

- Airfare and accommodation for 1-2 nights to attend the pre-congress executive meeting at the international MWIA meeting (congress registration is not included)
- Airfare and accommodation for the annual executive meetings during the triennium (this is dependent on reports being submitted on time and attendance at the full executive meeting)