

## **JOB DESCRIPTION - VICE PRESIDENT FOR MWIA**

Each Vice President is a member of the executive, the decision-making body of the organization. This is not a ceremonial post.

The term of office is three years. There is an option to be elected for a second term. Some regions have a pre-determined rota of countries that will nominate the Vice President that precludes a second term. To be eligible for election, the candidate's national association or individual member must be current with their dues for the last triennium and be members in good standing.

This document is intended to help you familiarize yourself with the expectations of the position.

### **Communication within the MWIA executive**

VPs are expected to communicate with the Secretary General and President on a regular basis, respond to official MWIA requests in a timely manner and read all documents sent to them for review by the Secretary General/President.

### **Communication with National Associations and the Secretariat**

The VP is expected to communicate with the country National Coordinators at least every three months and with the MWIA Secretary General on a regular basis and at least every three months. Communication should include information such as:

- new contact information when there is a change in officers of the national association
- activities and projects of the national associations
- meetings of the national associations
- names of national association members who are newsworthy for the quarterly Update

### **Work in the region**

- Encourage interest in the Association.
- Through her communications with her national associations and individual members, keep members informed on emerging issues that concern medical women and encourage back and forth dialogue on such matters
- Have significant input into the triennial regional meeting for her region.
- Include the Individual Members of her region in her activities.
- Encourage the establishment of new National Associations.

### **Communication from MWIA to National Associations**

The VP should ensure that their national coordinators have the information necessary to inform their national associations about MWIA, including but not limited to:

- information about upcoming national and regional meetings and the international congress and encourage participation in these meetings
- structure of MWIA
- names of executive members

- the request to distribute the quarterly newsletter called the MWIA Update (or a summary thereof)
- Information about membership opportunities for various committees of MWIA every triennium, and a request for national coordinators to suggest suitable names from their national associations for consideration.
- Remind national associations that as a member of their national association, they are also a member of MWIA.

### **Meeting attendance**

- Is expected to attend Skype meetings
- Is expected to attend the annual meeting of MWIA Executive
- Is expected to attend the triennial regional meeting
- Is expected to attend the triennial MWIA international meeting

### **At the MWIA International Congresses**

- Outgoing VP needs to attend the pre-congress executive meeting and incoming VP need to attend the post-congress executive meeting but is also welcome to attend the pre-congress executive meeting to familiarize herself with the current issues of the Association
- Both outgoing and incoming VP need to attend the National Coordinator Briefing
- Both outgoing and incoming VP need to attend the congress

### **Reporting**

- Quarterly information for the MWIA Update
- Annual report for the executive meeting
- Triennial report for the general assembly
- Report of any meeting attended (meeting report template is available)
- Report at the end of the triennium about challenges faced during the last three years for the incoming MWIA executive

### **Dues**

- The VP should remind their national coordinators that dues are due the 1st of July each year.

### **Liaison with other agencies**

Needs to make contact with and become involved in the appropriate activities of

- Regional WHO office
- UNFPA
- UNICEF
- UN Women
- United Nations
- Local, provincial/state and federal government departments of health

A list of regional WHO offices and regional UN offices will be made available by the MWIA secretary general at the beginning of her term.

**Public relations**

- Is expected to liaise with her national associations to develop contacts for dissemination of press releases
- Is expected to provide the Secretary General with these contacts in her region
- Use Facebook and twitter to promote MWIA and network on behalf of MWIA

**Competencies**

- Fluency in writing, reading and speaking English
- Management skills
- Familiar with use of social media such as Facebook and Twitte

**Impediment to hold office**

If for any reason the removal from office is irreversible the region should choose another VP for the remainder of the term.

**Funding:**

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

- 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)