

What are the tasks of MWIA national coordinators?

Communication from National Association to MWIA

The NC is expected to communicate with the Regional Vice President and Secretariat 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 association
- meetings of the national association
- names of national association members who are newsworthy
- names of deceased members
- names of members who have been members for 50 years

Communication from MWIA to National Association and Individual Members

The national coordinator is expected to provide the national association information about MWIA, such as:

- activities
- upcoming meetings
- structure of MWIA
- names of executive members
- distribution of the quarterly newsletter called the MWIA Update (or a summary thereof)
- remind national associations that as a member of their national association, they is also a member of MWIA.

The NC needs to inform the national association members about the regional meeting and the international congress and encourage participation in these meetings.

Every triennium, committees of MWIA look for membership and the national coordinator should suggest suitable names from her national association for consideration.

Outreach with Like-minded Organizations

The NC needs to make contact with **various health agencies** in her country to make such agencies aware that MWIA and the national association are present. Examples of such agencies follow but this list is not exhaustive and the NC knows her area better:

- Local, provincial (state), regional, federal government departments of health
- UN agencies such as UNFPA, UNICEF, UNIFEM
- WHO Regional office.

Public Relations and Media

The NC should have a method of distributing press releases to their country's news outlets. The Secretariat from time to time sends out press releases and as timing is of the essence with news, the distribution procedure needs to be in place.

Meeting attendance

Expected to attend the national association's interim and annual meetings as a member of the board of directors

Expected to attend the triennial regional meeting

Expected to attend the triennial MWIA international meeting

Reporting

In addition to the quarterly update of activities of the national association, every triennium the national coordinator is expected to complete a narrative and statistical report for MWIA, which will be requested by the Secretariat.

Dues

The national coordinator is to remind national associations that dues are due the 1st of July each year.

At the MWIA International Congresses

The national coordinator is in charge of their delegation and appoints those members who will be voting delegates and thus hold voting cards.

National coordinator will attend the national coordinator briefing at the early part of the congress.

Will need to attend the three general assemblies each congress and ensure that her members are also present.