

## **JOB DESCRIPTION – IMMEDIATE MWIA PAST PRESIDENT**

The immediate past President is a member of the MWIA executive, the decision-making body of the association. In this role, she works closely with the President, the president-elect, the Secretary General and the Executive with whom she keeps in close communication. Her role is advising and supporting the president and the MWIA executive in their decision making processes.

The immediate past President is an ex officio member without voting rights of all committees. Her term of office is three years.

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.

### **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 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 international congress immediately after her presidency, and the pre-congress executive meeting at the end of her term as immediate past president.

### **Reporting**

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

### **Inability to hold office**

If for any reason the removal from office is irreversible, the Executive shall nominate a substitute for the remaining current period.

**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)