

JOB DESCRIPTION – MWIA PRESIDENT

The MWIA President is a member of the MWIA executive, the decision-making body of the association. Her role is to lead the organisation. In this role the President is supported by the Secretary General and the executive with whom she keeps in close communication.

The President is an ex officio member without voting rights of all committees.

The term of her presidency is three years; the president is not eligible for re-election for a second term.

This is **not a ceremonial post** and involves a commitment of 9 years: 3 years as president-elect, 3 years as president, and 3 years as immediate past president.

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

General functions

- Spokesperson of the association
- Is the strategic and policy lead of the organization and with the support of the executive initiates new projects and studies.
- Directs the administration of the Association and is responsible for carrying out the policy of the Association.
- Signs all legal documents authorized by the Executive and within the limits of the Association's concerns.
- Proceeds with nominations and appointments required by the activities of the Association which are not stated in the Statutes and By -Laws.
- Represents the Association at meetings of other organizations or if indicated arranges for representation, representatives being nominated by the Executive committee.
- Is an ad-hoc member on all MWIA committees
- Is responsible for all the activities dependent on her office.
- Presides over meetings of the General Assembly and the Executive

General Administration and Communication with membership

- Answers emails in a timely manner and responds to questions from the membership
- Reads all documents sent to her for review by the secretariat/executive within a timely manner
- Ensures regular email communication with the executive and the secretariat
- Sends messages for national meetings if requested
- Addresses the membership on a regular basis e.g. MWIA Update, via email, Facebook, Twitter

Communication, Public Relations and Media

- Adds and updates information on the MWIA Facebook Page regularly having direct access to Facebook (<https://www.facebook.com/mwia.networks>) and MWIA Facebook group (<https://www.facebook.com/groups/mwia.networks>)
- Through the Secretariat, keeps in contact with other organizations e.g. UN, DPINGO (UN Department of Public Information), WHO, Council for International Organization of Medical Sciences (CIOMS), World Medical Association and WONCA.
- Networks on behalf of MWIA at all meetings and conventions that she attends
- Consults with the Secretary General who writes press releases on emerging issues regarding women's health after consultation with the Executive Board
- Encourages interest in the Association.
- Highlights studies and reports on professional problems and organizes exchanges of information on matters that concern medical women.
- Reports at regional meetings on the business of the Association, scientific and professional matters which take into account the aims of the Association.
- Encourages the establishment of new National Associations.

Meeting attendance

- In consultation with the Secretary General, drafts agenda for Skype meetings and chairs these meetings
- In consultation with the Secretary General, drafts agenda for the annual meeting of MWIA Executive and chairs this meeting
- Is expected to attend all 8 Regional Congresses (8 regions) during her triennium
- Is expected to attend the triennial MWIA international meeting
- In consultation with the Secretary General, drafts the agenda for the post congress executive meeting at the beginning of her term and for the pre congress executive meeting at the end of her term and chairs these meetings
- Needs to attend the National Coordinator Briefing at the triennial MWIA international meeting

Reporting

- Quarterly message for the MWIA Update
- Annual report for the executive meeting
- Triennial report for the General Assembly
- Report of any meeting/regional meeting attended

Collaboration with other agencies

Needs to coordinate, together with the Secretary General, the appropriate activities at

- WHO
- UN Women/ United Nations
- Federal government departments of health, politicians
- Works closely with UN reps, WHO rep and EWL representatives to ensure liaison and partnering with these organizations

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 (paid dues till 2018) or an individual member in good standing
- 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

If for any reason the removal from office is irreversible the President-elect will assume the presidency.

Funding:

Please note: There is **no remuneration** for the position.

The president will be budgeted (travel, lodging, congress registration) for attending

- all 8 regional meetings during her triennium
- one World Medical Association (WMA) meeting during her triennium
- one Commission on the Status of Women (CSW) meeting in New York during her triennium
- one World Health Assembly in Geneva during her triennium

Along with current funding for the Secretary General, this budgeting will need to be reviewed by the 2019-2022 Executive.

For annual executive meetings and the international congress, the President is 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)