

## **JOB DESCRIPTION – MWIA SECRETARY GENERAL**

The Secretary General is a member of the MWIA executive, the decision-making body of the association. Her role is management lead and in this role ensures the smooth running of the virtual office. She keeps in close communication with the President who is the spokesperson and leads the organization. She supports the President and the executive in their decision-making role.

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

Her term of office is three years with the opportunity to be elected for a second term.

The Secretary General, together with the President, President-elect and Treasurer plays a key role in sustaining MWIA as a well-run and financially secure organization on the world stage. She facilitates, monitors, collects data and prepares information for the Executive. Details of her roles are as below but may include other functions as required.

### **General Administration and Communication with Membership**

- Answers emails in a timely manner and responds to questions from the membership
- Ensures regular email communication with the executive
- Ensures that MWIA's name is entered in various registries of international organizations
- In consultation with the President and the Board, makes nominations for MWIA representatives to external organizations such as the European Women's Lobby and UN
- Writes letters of reference for members as requested and as appropriate

### **Membership**

- Keeps up-to-date contact information of Executive members and maintains an up- to-date list of National Presidents and National Coordinators including email addresses.
- Provides information for individual members and potential national associations on how to apply for membership and ensure they are presented for approval at the next General Assembly

### **Communication, Public Relations and Media**

- Prepares quarterly newsletters (MWIA Update) including information from executive members about their regions and distribute it electronically to the NC and individual members
- Distributes the yMWIA newsletters electronically as above
- Tweets on behalf of MWIA @MedWIA
- Has direct access to the MWIA website so that webpages can be added to and information updated on a regular basis.
- Adds and updates information on the MWIA Facebook Page regularly through direct access to Facebook
- Keeps in contact with other organizations e.g. UN, DPINGO (UN

Department of Public Information), WHO, CSW (Commission on the Status of Women), CIOMS, World Medical Association, WONCA and European Women's Lobby. Networks on behalf of MWIA at all meetings and conventions that she attends Writes press releases on emerging issues regarding women's health after consultation with the Executive Board

- Coordinates the sending of official communication through the Secretariat

### **Meeting Organization**

- In consultation with the President, arranges the annual Executive meeting including pre and post Board meetings, the venue, accommodation and food with the Executive Board giving guidance on monies to be spent.
- In consultation with the President, arranges and coordinates Executive skype meetings
- For all meetings with external bodies, she ensures timely discussion with the Executive as to which committees the MWIA should attend, and who will be representing the MWIA so as to undertake registration for the MWIA representatives.
- Co-ordinates WHO requests for 3 year workplans and reports on output ensuring these are discussed with the MWIA executive Board and the MWIA's WHO representative.

### **Meeting attendance**

- In consultation with the President, drafts agenda for Skype meetings
- In consultation with the President, drafts agenda for the annual meeting of MWIA Executive
- Is expected to attend the triennial MWIA international meeting
- In consultation with the President, 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
- Needs to organize and chair the National Coordinator Briefing at the triennial MWIA international meeting

### **Report Writing**

- Produces Secretary General's report for the annual Executive Meeting and coordination of all Executive reports for distribution to the Executive
- Produces timely minutes of the annual Executive meeting plus all skype meetings Produces the Triennial Secretary General report for presentation at the General Assembly and coordinates all triennial Executive reports
- Updates the National Coordinators folder and organizes a meeting at all congresses for the National Coordinators and Presidents of the National Associations
- Writes the Triennial Report (similar to an annual report of an

- organization)
- Writes the Official Congress Report within one year of the international congress according to the template provided
  - Writes the Written Statement for the Commission on the Status of Women yearly
  - Writes the workplan and reporting on the workplan for WHO Writes the quadrennial report for the UN
  - Keeps the WHO register for non state actors (NGOs) up-to-date
  - Completes the annual report for DPINGO Reports on any meeting attended

### **Collaboration with other agencies**

Needs to coordinate together with the President and where appropriate work closely with UN representatives, WHO representative and EWL representatives, to ensure the appropriate liaison and partnering with:

- WHO
- UN Women/ United Nations
- Federal government departments of health, politicians
- European Women's Lobby
- CIOMS
- World Medical Association
- Other like-minded 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 or an individual member in good standing (dues paid for the triennium including 2017-2018)
- To embrace technology and social media and to utilize this to promote the MWIA Good IT skills and a working knowledge of social media
- Good knowledge of English both written and spoken with knowledge of other languages desirable
- Has excellent organizational skills and is a good team player

### **Inability to hold office (Article 13 of the Statues)**

If for any reason the removal from office is irreversible, the Executive shall nominate a substitute for the remainder of the current triennium.

### **Funding**

**Please note:** There is **remuneration of \$1000 USD per month** for the position.

During the current triennium, the Secretary General is budgeted to attend

- the Commission on the Status of Women (CSW) once yearly
  - the World Health Assembly once yearly
- This funding was provided to enable continuity at the operations level with the WHO and UN. Along with current funding for the President, it will need to be

reviewed by the 2019-2022 Executive.

For annual executive meetings and the international congress, the Secretary General 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)