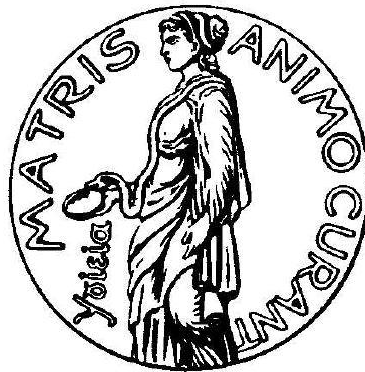


MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

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# MWIA



**First Special Update  
MWIA 33<sup>rd</sup> Triennial Congress  
Egypt 13-15 October 2025.**

E-mail: [sg-office@mwia.net](mailto:sg-office@mwia.net)  
Website: <http://www.mwia.net>

April, 2024

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## **1 GENERAL CONGRESS INFORMATION**

33<sup>rd</sup> International Congress of the Medical Women's International Association will be held **Egypt 13-15 October 2025.**

**Theme:** One Humanity: Health Solutions through our Partnerships

## **2. STATUES AND BYLAWS OF RELEVANCE TO THE ELECTION OF THE MWIA EXECUTIVE COMMITTEE**

### **A) STATUTES**

#### ARTICLE 6

The members of the Association must undertake to abide by the Statutes and By-Laws.

#### ARTICLE 12

#### EXECUTIVE COMMITTEE

The General Assembly elects the members of the Executive Committee which is usually known as THE EXECUTIVE. The By-Laws set their number. As such, this Committee shall comprise:

- a) The President
- b) The President-Elect
- c) The Secretary-General
- d) The Treasurer
- e) The Vice-Presidents
- f) The Immediate Past President

The conditions of their eligibility, of their re-eligibility, those concerning the presentation of their candidature at the General Assembly, the general obligation of the members of the Executive and the duration of their office are set in the By-Laws.

#### ARTICLE 16 ASSETS

The General Assembly sets the annual subscription of the affiliated National Associations and of the Individual Members.

Non-payment of the annual subscription within 12 months of the due date will result in suspension of membership unless a justifiable delay had been agreed on by the Executive Committee. Only members in good standing are eligible to hold Executive positions, run for office or serve on committees

Non-payment of the subscription for 3 years, except in the case of a justified delay, entails loss of statutory rights.

Membership shall be reinstated on payment of subscriptions owed or such amount as agreed by the Executive Committee.

The Executive Committee is entitled to accept gifts or legacies and manage them on behalf of MWIA.

### **B) BYLAWS**

#### ARTICLE 8

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

#### ARTICLE 9

The MWIA President-elect is a member of the MWIA Executive, the decision-making body of the Association. In this role, she works closely with the President, the Immediate Past President, the Secretary General and the Executive with whom she keeps in close communication. Her role is essentially that of shadowing the President and learning what will be required of her when she becomes President.

ARTICLE 10  
SECRETARY GENERAL

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

ARTICLE 11  
MWIA TREASURER

Her term of office is for 3 years and can be renewed for a second term.

ARTICLE 12  
THE VICE-PRESIDENTS

The term of office is three years. There is an option to be re-elected for a second term. Some regions however, have a pre-determined rota of countries that will nominate the Vice President that precludes a second term.

ARTICLE 13

The Immediate Past-President is a member of the Executive. Her role is advising and supporting the President and the MWIA Executive in their decision-making processes.

ARTICLE 16

The nomination of candidates to the Executive is made as follows:

Through the Secretariat, the Executive invites the National Associations and the Individual Members to submit the names of their candidates for the offices of President-Elect, Secretary-General, Treasurer and Vice-Presidents at **least eighteen months** before the next General Assembly. The Vice-President for each region is nominated only by the members of that region, but nominations for the other positions can come from any region and the names proposed do not need to be limited to members from their own regions.

The Executive reviews the nomination of candidates as to their eligibility for presentation to the General Assembly. The nominations are to be received by the Secretary-General at a date which will be **at least 12 months** before the next General Assembly.

The list of candidates to be presented to the General Assembly is circulated with a summary of each curriculum vitae to the National Associations and Individual Members at **least six months** before the next General Assembly.

Comments concerning nominations must reach the Secretariat at least **three months** before the next General Assembly.

**3) ELECTED EXECUTIVE COMMITTEE FOR 2022 - 2025**

President	Dr Eleanor Nwadinobi
President Elect	Dr Amany Asfour
Immediate Past President	Vacant
Secretary General	Dr. Mariam Jashi
Treasurer	Dr. Eliza Lo Chin

RVP Northern Europe: Dr. Elizabeth Lichtenstein  
RVP Central Europe: Dr. Edith Schratzberger  
RVP Southern Europe: Dr. Concetta Laurenttaci  
RVP North America: Dr. Connie Newman  
RVP Latin America: Dr. Nelci Zannon Collange  
RVP Central Asia: Dr. Darunee Bhuddari  
RVP Near East and Africa: Dr. Claribel Abam  
RVP Western Pacific: Dr. Bong Ok Kim

#### **4) EXPLANATION OF NOMINATION FORM AND TERMS OF REFERENCE**

The form for the nomination of candidates for the term 2025-2028 is attached (**Appendix 1**)

The nomination form must be signed by either the National Coordinator or the National President or in the case of Individual Members by the Regional Vice-President. In compliance with the MWIA By-laws, Article 16, it is requested that **nominations be received by the Secretary General by October 13 2024**, for presentation to the Executive Committee.

The nomination must be accompanied by the following from the candidate:

1. a short curriculum vitae -maximum 1000 words
2. a personal statement indicating their reasons for wanting to serve in this position - maximum 500 words
3. a passport size photo
4. a signed "Acceptance of Nomination" form (**Appendix II**)

Each national association or Individual Member can nominate a candidate for each of the following offices:

1. President-Elect
2. Secretary-General
3. Treasurer
4. Vice-President for your region only

Please note that national associations are NOT limited to nominating candidates from their own national association for the positions of President-elect, Secretary General or Treasurer.

The current Secretary General and Treasurer are eligible for re-election for the term 2025-2028.

With respect to the Regional Vice Presidents provision is made for re- election except for the current Vice Presidents for Northern and Central Europe who have already served two terms. Some regions however, have a pre-determined rota of countries that will nominate the Vice President that precludes a second term.

Only national associations or Individual members from a region can nominate candidates for the Vice-President position for that region. If there is more than one nomination for the position, there will need to be an election for the Vice President at the General Assembly. This means that all delegations from all regions are eligible to vote to decide who will be Vice President for

that region. If the region wants to limit voting for its vice president to its own region, it is best for all regional members to agree on a single candidate for nomination.

**The Terms of Reference for candidates are as follows:**

1. they must be members of a National Association or Individual Members in good standing whose **dues are paid up for the current triennium including 2024 - 2025** at the time of the nomination.
2. they should have recent active experience in the affairs of MWIA or their National Association or Region.
3. they should have a working knowledge of English, which is the official language of MWIA.
4. they must be capable and able to carry out the duties of their office.
5. they must fulfil their statutory obligations, and
6. they must at all times have abided by the MWIA Statutes and By-Laws and agree to continue to do so.

Job descriptions are attached in Appendix III, including the job description for President, which is not an elected position, but rather a natural succession from President-elect.

**5) GENERAL ASSEMBLY**

The General Assembly is the highest authority of the MWIA. The General Assembly is made up of the delegates of the National Associations, the delegates of the Individual Members and members of the Executive Committee. Only these three categories hold voting rights. Members of Honour, other members of National Associations and other Individual Members who are not delegates can be present at the General Assembly as observers.

Each national association needs to list their delegates. The number of delegates depends on the number of voting members. Where possible every attendee from your national association should be a delegate. If there are more votes than delegates, then more than one vote can be cast by a delegate. If there are fewer votes than delegates, the National Coordinator will determine who will be the voting attendees. The names of the delegates should be provided to the Secretary General and her secretariat at the time of collecting voting cards.

**6) VOTING RIGHTS.**

National associations\* will have the following voting rights:

- 10-20 members equals 1 votes
- 21-40 members equals 2 votes
- 41-60 members equals 3 votes
- 61-80 members equals 4 votes
- 81-100 members equals 5 votes
- 101-500 members equals 7 votes
- 501-1000 members equals 10 votes
- 1001-1500 members equals 15 votes
- 1501-2000 members equals 20 votes which is the maximum number per association.

\* A National Association needs to pay for a minimum of 10 members as this is considered the lowest number of members to form an Association.

\*\* The maximum number of members an association has to pay for is 2000.  
The maximum number of voting rights is 20.

## **7) PAYMENT OF DUES**

The first item in the Terms of Reference regarding Eligibility of Candidates, states that **persons nominated for office must be members of a National Association or Individual Members whose dues are paid up for the current triennium, including 2024-2025.**

**The number of votes given to a national organization will be the average of the number of members over the three-year period of the current triennium.**

MWIA's fiscal year is July 1 to June 30 each year. Dues are 8 US Dollars per year per member.

If you wish to pay in **US Dollars**, please submit to:

**Name of the bank: TD Canada Trust**

The name of the account is

Medical Women's International Association US Dollar account

Account number is **94630 0041 0926 7304098 45**

Address of the bank is Station Square Metrotown

4630 Kingsway

Burnaby, B.C., V5H 4L9 Canada

Phone 1 604 654 3935

FAX 1 604 432 6006

Swift code for TD Canada Trust in Burnaby TDOMCATTOR

**APPENDIX I**                      **MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION**  
**NOMINATION FORM FOR THE ELECTION OF MWIA OFFICERS FOR THE TERM 2025-2028**

President	Dr Amany Asfour
Immediate Past President	Dr. Eleanor Nwadinobi
President Elect	_____
Secretary-General	_____
Treasurer	_____
Regional Vice Presidents	
Northern Europe	_____
Central Europe	_____
Southern Europe	_____
North America	_____
Latin America	_____
Central Asia	_____
Near East & Africa	_____
Western Pacific	_____

I hereby certify that \_\_\_\_\_  
Please print name of candidate :

1. is a member of a National Association or Individual Members in good standing whose **dues are paid up for the current triennium including 2024 - 2025** at the time of the nomination;
2. has recent active experience in the affairs of MWIA or their National Association or Region;
3. has a working knowledge of English, which is the official language of MWIA;
4. is capable and able to carry out the duties of her office;
5. would fulfil her statutory obligations; and \_\_\_\_\_
6. has at all times abided by the MWIA Statutes and By-Laws and agrees to continue to do so.

Submitted by: AUSTRALIAN FEDERATION OF MEDICAL WOMEN- AFMW  
 \_\_\_\_\_  
 (Name of National Association)

Signature: \_\_\_\_\_  
 (National President or National Coordinator or in the case of Individual Members, the Regional Vice-President)

Each National Association or Individual Member can nominate candidates for President-Elect, Secretary-General, Treasurer, and the Vice President for their region. **DEADLINE FOR SUBMISSION OCTOBER 13 2024, to. sg-office@mwia.net and to president@mwia.net**

The nomination must be accompanied by the following from the candidate:  
 1) a short curriculum vitae, 2) a personal statement, 3 a passport size photo and 4) a signed "Acceptance of Nomination" form (Appendix II)



## APPENDIX II

### MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

#### ACCEPTANCE OF NOMINATION

I, Magdalena Simonis, herewith consent to accept the office of  
(Please print your name)

President Elect for the term 2025-2028, if elected by the (Please state office & region  
if vice president)

General Assembly at the XXXIII<sup>rd</sup> MWIA Congress in Cairo, Egypt , in October, 2025

I, \_\_\_\_\_ also hereby certify that  
(Please print your name)

1. I am a member of a National Association or Individual Members in good standing whose **dues are paid up for the current triennium including 2024 - 2025** at the time of the nomination;
2. I have recent active experience in the affairs of MWIA or their National Association or Region;
3. I have a working knowledge of English, which is the official language of MWIA;
4. I am capable and able to carry out the duties of the office;
5. I would fulfil the statutory obligations; and
6. I have at all times abided by the MWIA Statutes and By-Laws and agree to continue to do so.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

This form must be accompanied by the following:

1. a short Curriculum Vitae -maximum 1000 words
2. a personal statement indicating their reasons for wanting to serve in this position - maximum 500 words
3. a passport size photo

This form and the accompanying documents must be submitted by email to **sg-office@mwia.net** and to **president@mwia.net** by **October 13 2024**.

## APPENDIX III

### MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION JOB DESCRIPTIONS

#### JOB DESCRIPTION – MWIA PRESIDENT

The MWIA President is a member of the MWIA Executive, the decision-making body of the association. Her role is the spokesperson and strategic and policy lead of MWIA. 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
- 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 the strategic and policy lead of the organization and with the support of the Executive initiates new projects and studies.
- 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 zoom 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 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 or an Individual member in good standing (dues paid up to current fiscal year)
- 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 (Article 13 of the Statues)**

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.

During the current triennium, the president has been budgeted for attending.

- all 8 regional congresses 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)

### **JOB DESCRIPTION – MWIA PRESIDENT-ELECT**

The MWIA President-elect is a member of the MWIA Executive, the decision-making body of the association. In this role, she works closely with the President, the Immediate Past President, the Secretary-General, and the Executive with whom she keeps in close communication. Her role is essentially that of shadowing the President and learning what will be required of her when she becomes President.

Every President-elect needs to choose a theme and plan activities around this theme to be presented to the membership during her presidential speech after her inauguration at the end of the International MWIA meeting.

The President-elect is an ex officio member without voting rights of all committees. Her term of office is three years. She assumes the office of President at the end of the last session of the next General Assembly.

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 and participates actively in the workings of the MWIA Executive.

### **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 zoom meetings.
- Is expected to attend the annual Executive meeting of MWIA.
- Is expected to attend the Triennial MWIA International Meeting
- Is expected to attend the post congress Executive meeting at the beginning of her term and the pre congress Executive meeting at the end of her term.
- Is expected to attend the National Coordinator Briefing at the Triennial MWIA International meeting.

### **Reporting**

- Annual report for the Executive meeting
- Triennial report for the general assembly
- Report of any meeting attended.

### **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 triennium including 2017-2018)
- 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 (Article 13 of the Statues)**

- The President-elect assumes the Presidency in case of death or inability of the President to carry out her duties during the President's term of office.
- If the President-elect has left her role to assume the Presidency, she will continue as President for her elected term.
- The vacated President-elect position would remain vacant for the remainder of her term and would be filled by the normal election procedure for the next term.

### **Funding**

**Please note:** There is **no remuneration** for the position. However, the President-elect will be 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)

## **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 strategic and policy lead of 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 MWIA 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, DGC (UN Department of Global Communication), 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 to undertake registration for the MWIA representatives.
- Co-ordinates WHO request 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 ECOSOC.
- Keeps the WHO register for non-state actors (NGOs) up to date.
- Completes the annual report for UNDGC.
- 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 2019 -2020)
- 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)

#### **JOB DESCRIPTION – MWIA Treasurer**

The MWIA Treasurer is a member of the MWIA Executive, the decision-making body of the association. The main duties of the Treasurer are to oversee the MWIA'S financial



administration, review procedures and financial reporting, advise the board on financial strategy and advise on fundraising. It is essential that she seeks financial advice as necessary.

The Treasurer is an ex-officio member without voting rights of any committee concerned with financial business. Her term of office is for 3 years and can be renewed for a second term.

The main responsibilities are listed below.

### **Financial Administration**

- Is responsible for precise keeping of accounts of all assets, funds, investments, bank accounts and other properties of the Association.
- Prepares a timeline for annual payments such as dues to international associations (eg. CoNGO, European Women's Lobby, CIOMS)
- Ensures that timely dues notices are sent to national associations and Individual Members and payment is acknowledged with receipts (by email)
- Sends out reminders when dues have not been paid.
- Notifies the Executive when membership of associations needs to be suspended or statutory status is lost.
- Makes all payments that are requested and have been agreed upon by the Executive.
- Along with the President and Secretary-General is a signatory for payment with 2 of these 3 signatures being a requirement on transactions.
- Presents the Executive with the annual budget in consultation with the Finance Committee and ensures the board understands its financial obligations including compliance with tax regulations.
- Presents the audited accounts to the Executive annually. An external auditor appointed by the Executive needs to follow international accounting principles in the review of all financial records.

### **Reports**

- Provides a cash flow statement (income and expenses) every 6 months to the Executive.
- Presents written reports at each annual face-to-face meeting of the Executive outlining the financial situation including actual spend against predicted spend.
- Prepares an annual report and budget which is circulated to the national associations and Individual Members upon request.
- Prepares documents as requested by the Executive on funding proposals including special projects.
- Prepares Triennial report for the General Assembly.

### **Finance Committee**

The Treasurer is an integral member of the finance committee but has no voting rights on this committee. She supplies information as needed so that her expertise and that of all the members of the Finance Committee can be used to benefit the activities of MWIA.

### **Meeting attendance**

- Is expected to attend Skype meetings.
- Is expected to attend the annual Executive meeting of MWIA.
- Is expected to attend the Triennial MWIA International Meeting
- Is expected to attend the Finance Committee meetings

- Is expected to attend the National Coordinator Briefing at the Triennial MWIA international meeting.

**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 current triennium including 2019-2020 fiscal year)
- To have a sound financial knowledge and experience of keeping accounts

**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 triennium.

**Funding**

**Please note:** There is **no remuneration** for the position. However, the Treasurer will be 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)

**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 zoom meetings.
- Is expected to attend the annual meeting of MWIA Executive Committee.
- 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 International 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 contact 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 Twitter

### **Inability 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)