

Duties & Responsibilities of the Executive Committee of International Inner Wheel

The Executive Committee of IIW shall:

1. **Conduct** the overall management of the day-to-day affairs and funds of IIW on behalf of the IGB.
2. **Decide** on all administrative matters to ensure smooth running of International Inner Wheel.
3. **Arbitrate** on contentious cases submitted by NGBs, Districts with no NGB and Non Districted Clubs after mediation efforts have failed.
4. **Have** jurisdiction over Non Districted Clubs and Districts with no NGB.
5. **Establish** Guidelines for the Duties and Responsibilities of the:
 - a. International Officers,
 - b. Board Directors,
 - c. Editor and NRs.
 - i. All the above are to be updated annually.
6. **Establish** and update annually Guidelines for the carrying out the constitutional rules.
7. **Propose** changes of the Constitution to be submitted by the IGB
8. **Control** nominations for offices on the IGB and for IIW Editor /Media Manager.
9. **Approve:**
 - a. Charter applications of Clubs;
 - b. Applications for MG Awards;
 - c. Applications for formation of a District; define the boundaries; **and** allocate a District number;
 - d. Applications to divide or to disband a District;
 - e. Application for the formation or the disbandment of a NGB;
 - f. Installation of a NR;
 - g. National Bye-Laws and changes to these Bye-Laws.
10. **Supervise** the organisation of International Conventions including approving the appointment of the Local Convention Committee.
11. **Report relevant information** about the meetings of the EC and of the IGB.
12. **Send** relevant information to Board Directors, NRs, Districts, with no NGB and Non Districted Clubs.
13. **Promote Inner Wheel.**
14. **Control** the website of IIW and social media presence (management and content).
15. **Publish** an Annual Magazine.
16. **Have the power:**
 - a. **To appoint:** The Administrator;
 - b. **To employ:** The book-keeper;
 - c. **To suggest:** The Auditor;
The Trustees;
The Website Developer;
Other suppliers as necessary;
The UN representatives in Geneva, Vienna and New York.
17. **Shall** have the overall management of the day-to-day affairs and funds of International Inner Wheel on behalf of the International Governing Body.

These suggestions to be ratified by the Board.