

Duties & Responsibilities

of the

IMMEDIATE PAST PRESIDENT/Extension Coordinator

Whilst serving as International Inner Wheel IPP the IPP must NOT hold any other elected or appointed IW office.

Administration:

1. Work in close liaison with President and give advice when requested.
2. Attend International Inner Wheel Executive Committee Meetings, Governing Body Meeting and Convention.
3. Give your part of Triennial Report to the Convention, when applicable.
4. Submit expenses with receipts to Treasurer regularly for reimbursement.
5. Submit proposals to Executive Committee for any changes to the Constitution.
6. Submit to Administrator any agenda items **14 days** prior to the Meeting.
7. Annual Review (February-March) of Job Descriptions. Forward suggestions for update to Headquarters.
8. Reports to be typewritten.
9. Assist with proof reading the Executive and Governing Body Meeting Minutes when necessary
10. Articles submitted by Executive Committee or from an Executive Committee member to be printed as submitted. All other copy – the IPP's decision is final as to restriction of content.
11. Prepare a Report before each Executive Committee and Governing Body Meeting to Headquarters..
12. Reports to the Executive and Governing Body meetings may be full but must be précised and put in the third person for the Minutes.
13. Work in close liaison with the Media Manager.

Extension Co-ordinator:

1. To be Co-ordinator of Extension work.
2. To receive copies of correspondence relating to Extension and work in conjunction with Administrator in providing information and assistance to interested parties.
3. Report on Extension for Executive Committee and Governing Body Meeting and prepare a statistical report on new Clubs and disbanded Clubs and Districts. Follow up all contacts made and received.
4. Make recommendations on promotional material for Extension use at R.I. Convention.
5. Prepare an Extension report for the Editor/Media Manager to use on the website and send to Headquarters; this will be forwarded to Editor/Media Manager by 15th September after leaving office.

February 2016