

Duties & Responsibilities

of the

VICE-PRESIDENT

Please send a short biography and photograph on election, to HQ.

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

Administration:

- Work closely with President - be prepared to take over duties of President of International Inner Wheel.
- Set dates for International Inner Wheel Executive Committee Meetings and Governing Body Meeting, in consultation with Administrator, for her Presidential year.
- Consider venue for the Governing Body Meeting for her Presidential year, to be discussed with Administrator and the Executive Committee.
- Present your Presidential Theme to the Executive Committee and when accepted make it available to Administrator for release after the February Executive Committee Meeting. Please ensure that your theme and logo do not infringe other organisation's rights on wording and logo. (Do a Google search to check). IIW Admin has a list of all previously used IIW themes.
- Present your Presidential letters of greeting to Club Presidents, District Chairmen, National Representatives, Board Directors, Association Presidents, National Council Presidents, Members at Large and Charter Presentation Letters. These to be forwarded to Administrator by **31st March**.
- Provide photographs to Headquarters by **31st March**.
- Submit expenses with receipts to Treasurer regularly for reimbursement.
- To up-date yourself on all IIW matters.
- To provide relevant documentation for legal and banking transactions.
- Annual Review (February-March) of Job Descriptions. Forward suggestions for update to Headquarters.
- Submit agenda items **14 days** prior to Executive Meeting.

- Attend International Inner Wheel Executive Committee Meetings, Governing Body Meeting and Convention.
- Assist in the preparation of Agendas, if required to do so, and generally help President during meetings, in co-operation with Administrator.
- Study draft Minutes of Governing Body and Executive Committee Meetings and advise Administrator of any alterations you consider necessary.
- Attend Governing Body Meeting to welcome Board Directors on arrival if possible.
- On behalf of Executive Committee or Governing Body, extend a 'thank you' to President at the close of each Meeting.
- The Vice President cannot travel in her 'official capacity'. It is courteous to check with Headquarters re: the itinerary of the President **first**.

Conventions:

- Make suggestions for the Convention speaker in conjunction with the Executive Committee.
- Serve as an ex-officio member of Convention Committee. The Vice President who will be President for the Convention to visit the Convention venue and if necessary, with the Administrator and possibly the Treasurer. Along with the Constitution Chairman assist in drafting the proposal booklet.
- Preside at the Convention if President is unable to fulfil this responsibility.

United Nations:

- **The Vice-President is the Co-ordinator for the UN Representatives.**
- **Visit one of the UN Centres with UN International Inner Wheel Representatives on a rotational basis.** The cost of travel and hotel accommodation is paid by International Inner Wheel. Confirm with Treasurer that such arrangements are within the allocated budget. Arrangements are to be made through International Inner Wheel Headquarters. The visit to include a meeting(s) with UN Official(s) and attendance by Vice-President at session(s) in connection with Committees on which our Representatives serve.
- The Vice-President to request information for the UN Report to be forwarded to her **2 weeks** prior to Executive Committee Meeting. The same Report to be presented to Governing Body Meeting and Executive Committee Meeting immediately preceding Governing Body Meeting.

- Arrange to meet with UN Representatives if they are attending International Inner Wheel Triennial Convention.
- Look after in conjunction with the Board Directors the Non-Districted Clubs. Allocate Non-Districted Clubs to the Board Directors taking account of previous allocation, language, geographical proximity and other matters. Collate their reports for Executive and Governing Body meetings.
- Attend the Rotary International Convention if required by the IPP and if booth approved by R.I. and Executive Committee.

News:

- Prepare a UN Report for the International Inner Wheel News. Forward to International Inner Wheel Headquarters and this will be forwarded to IPP and Editor. Not to exceed one page (approximately 600 words).

Advisory:

Please note that many countries do not have a budget to invite the IIW President to visit. Please do not expect to go to the same destinations as your predecessor. Please do not ask for invitations.

Before agreeing to invitations to visit when you become President, check with current President and IPP for their advice, take note of any likely local difficulties or problem areas. Use Foreign and Commonwealth travel advisory website <https://www.gov.uk/foreign-travel-advice> or the equivalent in your country to check for any warning notices, vaccination and travel advice. If in any doubt regarding personal security do not agree to an invitation, before discussing it with your family and IIW Executive committee members.

When planning visits for Presidential year it is advised not to group too many country visits back-to-back or spend long continuous periods in each country, even if you are invited to do so. This may seem more cost effective but being away from home for long periods can be tiring and stressful and exacerbate any underlying health issues.

Consult your doctor regarding any chronic health issues and get advice on how to cope in different climates, long periods of sitting, long periods of standing, long distance travelling between Clubs or Districts, unfamiliar food. Ensure suitable medication is available – some doctors will provide emergency travel medication.

Please inform IIW office and potential hosts if you have particular dietary requirements, for example special arrangements will often have to be organised for vegetarian, vegan, gluten free meals and also if you are a diabetic.

If you are going to need visas for your visits, please leave gaps in your schedule. Although some visas can be obtained on-line quite quickly, if you

have to send off your passport for a visa for a planned visit there has to be enough time to enable it to be processed. Often you cannot obtain visas a long time in advance of the planned visit. Generally, you need to obtain a visitor visa, not a business or work visa.

Ensure that you organise your own travel insurance, which is not chargeable to IIW. It is more cost effective to get annual cover than organise cover for individual journeys. (Sometimes it is automatically included in bank account services, credit card agreement, house, or car insurance – please check your policies.)

Ensure that your household insurance covers any IIW owned items if stored in your home.