

## D&R of the PRESIDENT

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

Must have a thorough knowledge of the C&H.

Must speak, understand and communicate in good English.

### Administration:

1. Represent International Inner Wheel on all formal occasions to which you are officially invited.
2. Keep in close liaison with International Inner Wheel Executive Committee and Board of Directors. Basic computer literacy and an ability to communicate via laptop, tablet or smart phone is essential.
3. Keep in touch with Headquarters – Administrator will inform you when personal letters have to be sent to Board Directors, National Representatives, District Chairmen, Members at Large together with a letter to Charter Presidents. These letters are prepared at Headquarters.
4. Supply bio-data and a selection of short messages for special occasions to be used by Administrator. Liaise with Administrator re: personal messages.
5. Submit expenses with receipts to Treasurer regularly for reimbursement.
6. Provide your signature as a template for Administration to 'sign' Charters on your behalf as required, prepare messages regularly for website and mailing.
7. Review nominations for Governing Body positions in liaison with Constitution Chairman.
8. Provide advice to Board Directors and National Representatives as requested, and keep Governing Body informed of problems. Have action endorsed at next Executive Committee Meeting and if necessary ratified at Governing Body Meeting.
9. To have signing authority for payments from funds of International Inner Wheel.
10. Annual Review (February–March) of Job Descriptions. Forward suggestions for update to Headquarters.

### Visits:

11. Arrange Presidential visit only when formally invited, with National Representative. If no National Representative, visit to be arranged through District Chairman. Inform IIW HQ of all scheduled visits.

The President should not seek or canvass invitations to visit as it may impose a financial burden on the host.

12. The IIW President should not stay in the house of any IIW nominee whilst on official visit, but **Home hosting is encouraged in most instances where members can ensure the President's right to some daily private time to rest and undertake IIW work.**

Should no home hosting be offered the President cannot insist on a suite or upgraded hotel accommodation unless it is provided without charge to the host.

The President must not insist on a hire car and driver instead of travelling as arranged by the hosts, as this creates an additional burden to the host. In case her partner travels with her, neither IIW nor the Country will pay for the partner's travel.

- It is advised that visits should not be more than 4-5 days in each country. Otherwise, it is expensive and time consuming for the hosts concerned and also a strain for the President who may feel the need to be "on duty" the whole time.
- **Travel** - security problems around the world, the particular scrutiny of someone travelling so widely and the uncertainty of cancelled flights etc., can be extremely stressful.
- **Visit timetables need to allow the President daily rest time and the schedule should be adhered to wherever possible.**

### Conventions:

1. Make suggestions for the Convention speaker in consultation with the Executive Committee.
2. In Convention year, is a member of the local Convention Committee, scrutinising the proposals of the proposals received, checking with the CCC the final draft of the booklet to be prepared.
3. Arrange Meetings with Administrator to meet Convention Committee – particularly the last Meeting prior to the Convention, when possible.
4. Instruct Convention Committee, through Headquarters, on any arrangements the IIW Executive wishes to make for the Convention.
5. During Convention year, prepare brief summary of highlights (maximum duration 5 minutes) to give at the Convention.  
Arrange for similar reports to be prepared by the two Presidents immediately preceding the Convention year.
6. Prior to Convention, make sure you are fully conversant with all the Proposals and Amendments to amend the Constitution.

**Meetings:**

7. Prepare Agenda for Governing Body Meeting and Executive Committee Meetings with Administrator and Vice President.
8. Prepare reports for Governing Body Meeting and Executive Committee Meetings. These reports should include details of Presidential visits and highlights of your year in office. Reports to be type written.
9. Chair Governing Body Meeting and Executive Committee Meetings. Also Convention when appropriate.
10. Read draft minutes supplied by Administrator in liaison with Vice-President and IPP when necessary.
11. Take recommendations made in Executive Committee Meetings to Governing Body Meeting for consideration.
12. Has one vote, in addition has a casting vote.

**Magazine:**

13. Supply Editor/Media Manager of International Inner Wheel with photograph and message for publication in news on the web, Executive news.
14. Submit suggestions to Editor/Media Manager and proof read Newsletter.