

MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

MWIA



Centennial Congress
First Special Update
New York City 2019

E-mail: secretariat@mwia.net

Website: <http://www.mwia.net>

January, 2018

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1. GENERAL CONGRESS INFORMATION

31st International Congress of
the
Medical Women's International Association

Brooklyn, New York City, USA

July 25-28, 2019

Theme: The Centennial Congress of the Medical Women's International Association
Medical Women: Ambassadors of Change in a Challenging Global World

Topics:

- Gender specific medicine
- Global health
- Healthcare & technology
- Gender equity
- Women physicians: balancing career and family
- Medical students, generation Y
- Aging and women
- Violence against women
- History of medical women
- The obesity epidemic
- Impact of climate change on health

Venue: Brooklyn Bridge Marriott, New York City
333 Adams Street, Brooklyn, New York City, USA

Host National Association:

American Medical Women's Association

Conference Organizers: American Medical Women's Association and Venue West

Website: amwa-doc.org/mwia100 (will go live mid-February)

Hotel information:

Brooklyn Bridge Marriott
333 Adams Street, Brooklyn, New York City, USA
A special rate of \$239 for double room has been secured.
Please watch the website for the opening of room booking.

Local transportation information:

There is no airport shuttle to or from the Brooklyn Bridge Marriott, but the hotel is easily accessible by many subway lines.

There are 3 main airports for New York City:

1. John F. Kennedy Airport - 19 miles
 - Bus service \$2.75 USD each direction
 - Subway service \$2.75 USD each direction
 - Estimated taxi fare \$50 USD each way

2. LaGuardia Airport - 10.4 miles
 - Bus service \$2.75 USD each direction
 - Subway service \$2.75 USD each direction
 - Estimated taxi fare \$35 USD each way

3. Newark Liberty International Airport - 14.8 miles
 - Estimated taxi fare \$90 USD each way

Onsite hotel parking fee \$20 USD per hour or \$40 USD daily

Public Transportation

- Bus station Port Authority 2.5 miles
- Subway station 0.2 miles
- Train station
 - Grand Central Station 5 miles
 - Penn Station 5 miles

National Coordinators/Presidents Information Session:

A Meeting of National Coordinators and Presidents of National Associations will take place 1030-1130 on July 25th, prior to the start of the congress. This session presents essential information for delegations to the congress, so should be put in your calendars.

Registration: Will be via credit card on the website under the heading of registration. Visa, MasterCard and American Express will be accepted.

Registration fee: This is currently under final review and will appear on the website in due course. There will be fees for members, non members, students, residents and

accompanying persons. There will be a package that includes registration and the gala dinner with a significant saving.

Refunds: Refunds will occur only until May 1, 2019, with a \$75 administrative fee penalty. After May 1, 2019, there will be no refunds.

Poster Presentations:

Poster submissions are now open and will close July 1, 2018. Please go to the website and click under posters for the guidelines and actual submission document. Copy and past the following into your browser:

<https://form.jotform.com/80212333584147>

Oral Presentations:

Submissions for oral presentations are now open and will close July 1, 2018. Please go to the website and click under presentations for the guidelines and actual submission document. Copy and paste the following into your browser:

<https://form.jotform.com/80212976584160>

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

Statues

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 by the By-Laws.

Bylaws

ARTICLE 8

The President directs the administration of the Association and is responsible for carrying out the policy of the Association. She serves for one term only and is not eligible for re-election.

ARTICLE 9

The President-Elect takes over the Presidency of the Association at the end of her term of office.

ARTICLE 10

The Secretary-General holds office for one term. She is eligible for re-election

ARTICLE 11

The Treasurer holds office for one term. She is eligible for re-election

ARTICLE 12

The Vice-Presidents hold office for one term and are eligible for re-election for a second term.

ARTICLE 13

The Immediate Past-President is a member of the Executive for the ensuing term.

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.

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 to be determined 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 2016-2019

President	Dr. Bettina Pfleiderer
Immediate Past President	Dr. Kyung Ah Park
President Elect	Dr. Clarissa Fabre
Secretary-General	Dr. Shelley Ross
Treasurer	Dr. Gail Beck
Regional Vice Presidents	
Northern Europe	Dr. Tuula Saarela
Central Europe	Dr. Khatuna Kaladze
Southern Europe	Dr. Antonella Vezzani
North America	Dr. Padmini Murthy
Latin America	Dr. Marta Maite Sevillano
Central Asia	Dr. Piyanetr Sukhu
Near East & Africa	Dr. Mabel Aboah
Western Pacific	Dr. Cissy Yu

4. EXPLANATION OF NOMINATION FORM AND TERMS OF REFERENCE

A form for the nomination of candidates for the term 2019-2022 is attached as

APPENDIX I

In compliance with the MWIA By-laws, Article 16, it is requested that **nominations be received by May 1, 2018**, for presentation to the Executive Committee.

The nomination for candidacy must be accompanied by:

1. a short curriculum vitae
2. a passport size photo
3. an acceptance in writing from the candidate

APPENDIX II

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.

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

Other than the position of Vice President for Central Europe, all current vice presidents are eligible for re-election for the term 2019-2022. Some regions have an agreed-upon rota of vice presidents which does not allow for a second term.

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.

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.

In the Terms of Reference, it states the Definition of Eligibility

1. must be members of a National Association or Individual Members in good standing whose **dues are paid up for the current triennium including 2017-2018** at the time of the nomination.
2. should have recent active experience in the affairs of MWIA or their National Association or Region.
3. should have a working knowledge of English, which is the official language of MWIA.
4. must be capable and able to carry out the duties of their office.
5. must fulfill their statutory obligations.

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. VENUE OF THE XXXII MWIA CONGRESS IN 2022

The Secretariat would like to ask National Associations to consider extending an invitation to host the XXXIInd MWIA Congress in their country in the year 2022. **Please send your bid to the Secretariat by January 1, 2019, at the latest.** The General Assembly in New York will vote on the venue. The invitation should be accompanied by a statement from your government stating that all MWIA members will be allowed to

enter the country. In addition, a list of countries requiring visas to enter should be attached.

6. RESOLUTIONS/MOTIONS

Resolutions or Motions that National Associations or Individual Members wish to be presented to the General Assembly at the XXXIst MWIA Congress in New York City should be sent to the MWIA Secretariat by **January 1, 2019**. In order to assist you in the presentation of Resolutions/Motions, a form as been attached as

APPENDIX IV.

7. LOVEJOY JUBILEE FELLOWSHIP AWARD

The Lovejoy Jubilee Fellowship Awards is to assist with the continuing medical education of any MWIA member, who by reason of age or domicile, is not able to fully support her attendance at a MWIA Congress to represent her country as the National Coordinator or to participate actively in the Scientific Program. Up to two awards of \$500 will be made, so the applicant needs to ensure that they have additional funding in order to attend the Congress.

The application procedure is explained on the attached form as

APPENDIX V.

Please advise your national association and regional vice president that your application must be received by the Secretariat by **January 1, 2019, in order for consideration.**

8. 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.

APPENDIX VI.

Under -200 members	5 votes (5 delegates)
201-500 members	7 votes (7 delegates)
501-1000 members	10 votes (10 delegates)

1001-1500 members 15 votes (15 delegates)
1501-2000 members 20 votes (20 delegates)
Over 2000 members 25 votes (25 delegates)

9. 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 2018-2019.**

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 7 Euros or 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

If you wish to pay in **Euros**, please submit to:

Name of bank: Apo Bank Münster

Name of account: MWIA

Apo Bank Filiale Münster

Gartenstraße 208

D-48147 Münster, Germany

Phone and FAX of bank:

phone: 0049 251 9286 0

Fax: 00 49 251 9286 190

IBAN: DE 63 3006 0601 0002 3205 25

BIC/SWIFT: DAAEDEDXXX

APPENDIX I

MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

**NOMINATION FORM FOR THE ELECTION OF MWIA OFFICERS
FOR THE TERM 2019-2022**

President	Dr. Clarissa Fabre
Immediate Past President	Dr. Bettina Pfleiderer
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	_____

Candidates must submit the curriculum vitae and their acceptance of the nomination.

Submitted by: _____
(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 MAY 1, 2018, to secretariat@mwia.net.

APPENDIX II

MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

ACCEPTANCE OF NOMINATION

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

_____ for the term 2019-2022, if elected by the
(Please state office & region if vice president)

General Assembly at the XXXIst MWIA Congress in New York City, USA, in July, 2019.

(Signature)

(Date)

Please attach your curriculum vitae and a passport size photo.

Please return by May 1, 2018, by email to secretariat@mwia.net.

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 Skype 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 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 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 yMWIA 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, DPINGO (UN Department of Public Information), 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 so as to undertake registration for the MWIA representatives.
- Co-ordinates WHO requests 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
- Keeps the WHO register for non state actors (NGOs) up-to-date
- Completes the annual report for DPINGO
- 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 2017-2018)
- 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 need 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 2017-2018 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 Skype meetings
- Is expected to attend the annual meeting of MWIA Executive
- 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 make contact with 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)

APPENDIX IV

MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

**RESOLUTION/MOTION FOR PRESENTATION
TO THE MWIA GENERAL ASSEMBLY IN NEW YORK CITY**

Name of the National Association/Individual Member proposing the resolution/motion:

E-mail address for ongoing contact prior to the General Assembly: _____

Signature of the President/Individual Member: _____

Theme of the resolution/motion:

Text of the resolution/motion:

Explanation of the resolution/Aim of the resolution:

Please return by **January 1, 2019**, by email to secretariat@mwia.net.

MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION
LOVEJOY JUBILEE FELLOWSHIP APPLICATION FORM

Condition of Award

The Lovejoy Jubilee Fellowship Awards is to assist with the continuing medical education of any MWIA member, who by reason of age or domicile, is not able to fully support her attendance at a MWIA Congress to represent her country as the National Coordinator or to participate actively in the Scientific Program. Such a person should be nominated by her National Association, but this should not preclude an individual member being considered. The sum expended from this fund shall be on the merits of each application. Preference will be given to applicants from developing countries.

Up to two \$500 awards will be made so the applicant needs to ensure other sources of funding in order to be able to attend the congress. The award cannot be used for registration purposes as one of the conditions of the award is attendance and active participation in the congress and shall be distributed once these conditions are met and not before the congress.

Applicants must apply to their National Associations, who will comment on their application and forward it to the Regional Vice President who reports to the Secretariat for Executive Committee decision. **The completed application with remarks from both the National Association and the Regional Vice President must be received at the Secretariat by May 1, 2018, for consideration by the Executive Committee.**

Name: _____

Address: _____

Telephone: _____ FAX: _____ E-mail: _____

1. In what capacity will you be attending the Congress: National Coordinator _____
Presenting a paper _____
Other – please explain _____

2. Is your membership: Individual member ____ or National association ____
which one _____

3. Current Employment and Employer:

4. Title of paper to be presented: _____ Has it been accepted?

5. Have you applied for any other funding to attend this Congress? _____
If yes, was your application successful and for what amount? _____

APPENDIX V/ page 2

COMMENTS

1. National Coordinator

Name: _____ Signature: _____

2. Vice President of Region

Name: _____ Signature: _____

3. Executive Committee

Name: _____

Signature: _____

Vice President needs to return completed form by email to secretariat@mwia.net by May 1, 2018.

APPENDIX VI

MEDICAL WOMEN'S INTERNATIONAL ASSOCIATION

LIST OF DELEGATES TO THE GENERAL ASSEMBLIES

Name of National Association _____

Names of Delegates to General Assembly

Before the first General Assembly, please hand in the list to the Secretariat in exchange for your voting cards.

Dr. Shelley Ross
Secretary-General
MWIA