



Circular 8

Executive Board Job Descriptions

Call for Nominations for the GWI Board, All Committees and for Assistant Treasurers

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PRESIDENT OF THE BOARD

Job Description

Position Title: President of the Board

Reports To: Board of Officers and the Membership

Basic Function:

- The President of the Board is elected for a three-year term.
- The President of the Board is the highest elected official of the Federation.
- Like all officers of the Board, the person in this position has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Constitution and bylaws, in Board policy or by resolution of the Board of Officers.
- The President speaks on behalf of the Federation.
- The President is responsible for ensuring that the Board of Officers is aware of and fulfils its governance responsibility, complies with applicable laws, the GWI Constitution and Terms of Reference, conducts Board business effectively and efficiently and is accountable for its performance.
- At all times, the President must ensure that her actions are in the best interests of the Federation.

Specific Responsibilities:

- a. Presides at all meetings of the Federation's Board of Officers. Serves as *ex officio* member of all Federation committees.
- b. Presides over the Federation's General Assembly (GA).
- c. In consultation with the Executive Director, prepares the agenda for meetings of the Board of Officers and General Assembly.
- d. In consultation with the Executive Director, sets the objectives of the Federation for review and discussion with the Board, based on the goals set by the membership through consultation.
- e. Outlines, with input from the committees, the purposes and remit of the committees for Board approval and monitors their progress.
- f. Leads the Board of Officers in formulating policies that will further the goals and objectives of the Federation.
- g. In cooperation with the Board of Officers, conducts an annual review of the Executive Director's performance consistent with the goals, objectives and policies established by the Federation's Board of Officers.
- h. When necessary, recommends changes in Federation structure (Board, committees, etc.) to the Board of Officers.
- i. May act as a spokesman for the Federation to the public, press, legislative bodies, and other related organisations.
- j. Receives regular updates from the Treasurer on the income and expenditures and overall financial position of the Federation.
- k. Meets as appropriate with Federation members (NFAs), foundations and/or associate members to monitor progress and adherence to organisational objectives.
- l. Recognises a Board member's violation of ethical standards and brings such violations to the attention of the Board member or to the full Board of Officers if necessary.
- m. Reports the activities of the Board and Federation to the members at the General Assembly.
- n. With the Board of Officers, approves the annual report.
- o. Identifies and involves potential leaders.
- p. Promotes Federation membership to prospective members.

- q. Promotes active participation in the Federation on the part of the membership.

Relationships:

- Accessible to all volunteer leaders and the general membership.
- In consultation with the Executive Director, uses consistent GWI messaging to provide information about the Federation.
- Has regular contact with all volunteer leaders, NFA leaders and Federation senior paid staff.
- Maintains personal contact with other international and regional federations and institutions as appropriate.
- Maintains relationships with industry, government, public service organisations and media to enhance the image of the Federation and the attainment of its objectives.

Accountability:

- The President is accountable to the Board of Officers and members as specified in the GWI Constitution and bylaws.
- The President may delegate specific duties to the Executive Director, Board members and/or committees as appropriate; however, the accountability remains with the President.

Community Relations:

The President ensures that the Federation maintains positive and productive relationships with media, sponsors and other organisations. In this capacity, the President, together with the Executive Director, serve as primary spokespersons for the Federation.

Duties may include:

- representing the Federation to the media
- representing the Federation on governmental or nongovernmental organisations and committees
- timely and appropriate reporting of Board decisions and actions to members, NFAs and/or sponsors
- representing the Federation to the NFAs.

Delegation:

Depending upon the Federation's needs and its Constitution and bylaws, the President may propose the establishment of committees of the Federation and may assign tasks and delegate responsibilities to committees and/or Board members.

Specific skills required:

- Strong leadership and public speaking skills.
- Detailed knowledge of and understanding of GWI Constitution and by-laws.
- Understanding of GWI's organisational strategy.
- Financial understanding.
- Ability to interact with a wide variety of stakeholders.
- Experience of leading and managing an organisation or professional teams.
- Patience and diplomatic skills are essential.
- Ability to take decisions in the face of opposition but to consider all opinions carefully.



- Has clear grasp of the programmatic objectives of the organisation and the ability to discern and articulate the relationship between the needs of the individual federations and the interests and desired outcomes of the whole organisation.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	At least two (2) Board meetings per year requiring travel to headquarters or some centrally designated location as determined from time to time.
Board Conference Calls	<i>Ad hoc</i> conference calls throughout the year (6 – 10 calls, approximately 2- 3 hours in duration).
Budget Preparation & Review	In consultation with the Executive Director and Treasurer 3-4 days per year
Work on assigned Board projects, committees, task forces, and initiatives	Time will vary depending upon type of requested activity (estimate 8 - 12 hours per week)
Correspondence	8-10 hours a week
Conferences	Attendance at General Assembly and GWI Conference (8 days plus travel)
NFA AGMs	Attendance at minimum of two (2) AGMs a year, travel required – minimum two (2) weeks per year
PR Activities	1-2 hours per month (approvals)
Interaction with Executive Director	Variable
UN Activities	At least 1 week per year, travel required
Sponsorship	Assist office in obtaining sponsorship funds (2-4 hours per month)



VP ADVOCACY AND EDUCATION

Job Description

Position Title: Vice-President (Advocacy and Education)

Reports To: The President, the Board of Officers and the Membership

Basic Function:

- The Vice-President (Advocacy and Education) is elected for a three-year term
- Assists the President in carrying out the functions of that office and performs specific duties as delegated by her.
- Like all officers of the Board, the Vice-President (Advocacy and Education) has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Constitution and Terms of reference or by majority vote of the Board of Officers.
- At all times, the Vice-President (Advocacy and Education) must ensure that her actions are in the best interests of GWI.

Specific Responsibilities:

- a. Serves as a member of the Board of Officers and, as such, attends all called and/or special meetings of the Board.
- b. Performs duties assigned by the President which may include serving as liaison to at least one of the Federation's standing committees.
- c. Assists the President in the performance of her duties, whenever requested to do so.
- d. Promotes the GWI Manifestos and the Advocacy Toolkits to influence policymakers and stakeholders to prioritise, promote and advance education, gender and human rights.
- e. Works closely with the office, ECOSOC, the UN Reps and stakeholders as well as the Education and Resolutions Committees on advocacy strategies for GWI, with reference to education of women and girls.
- f. Assists NFAs to identify in-country advocacy opportunities with key human rights mechanisms (e.g. CEDAW, UPR, HRC) to positively influence reporting on girls and women's education issues.
- g. Works closely with the Resolutions Committee to ensure that members can implement existing and proposed resolutions in their own NFAs.
- h. Attends special or *ad hoc* meetings as directed by the President.
- i. Represents GWI before other federations or organisations as requested by the President.
- j. Works closely with the Executive Director/Office and NFA delegates in preparation for attendance at CSW (Commission on Status of Women) in New York. This might include setting up of side events or parallel discussions.
- k. Works closely with the Executive Director/Office in sending out Calls for Conference Seminar Papers, Posters and Workshops and any other Call as assigned (e.g. Chitra Ghosh Award).
- l. Works closely with the Executive Director/Office and Resolutions Committee to send out the Call for Resolutions.
- m. Prepares material for the bi-monthly *InFocus* publication.
- n. Works closely with the Executive Director/Office in the preparation of Press Statements.

Relationships:

- Accessible to all volunteer leaders and the general membership.
- In consultation with the Executive Director, National Office and VP Marketing, uses consistent GWI messaging to provide advocacy information about GWI to influence policy makers.



- Works closely with the Board and the Executive Director, UN Reps, Education and resolutions Committees.

Specific skills required:

- Experience developing and implementing advocacy and policy statements and strategies.
- Strategic thinker focused on the internal stakeholders, with an understanding of the external education climate.
- Good team player.
- Has clear grasp of the programmatic objectives of the organisation and the ability to discern and articulate the relationship between the needs of the individual federations and the interests and desired outcomes of the whole organisation.
- Open and outgoing, compelling public speaker and preferably speaks at least two official United Nations languages including English.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	At least one (1) Board meeting per year requiring travel to headquarters or some centrally designated location as determined from time to time.
Board Conference Calls	<i>Ad hoc</i> conference calls throughout the year (minimum of 10 -12 calls, approximately 2- 3 hours in duration).
Work on assigned Board projects, committees, task forces, and initiatives	Time will vary depending upon type of requested activity (estimate 12 – 16 hours per month).
Correspondence	10 – 12 hours a month
Conferences	Attendance at the General Assembly and GWI Conference (max 8 days plus travel), CSW and as assigned by the President.
Interaction with Executive Director	Variable



VP FUNDRAISING

Job Description

Position Title: Vice-President (Fundraising)

Reports To: The President, the Board of Officers and the Membership

Basic Function:

- The Vice-President (Fundraising) is elected for a three-year term.
- Assists the President in carrying out the functions of that office and performs specific duties as delegated to her.
- Like all officers of the Board, the Vice-President (Fundraising) has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Constitution and bylaws or by majority vote of the Board of Officers.
- At all times, the Vice-President (Fundraising) must ensure that her actions are in the best interests of the Federation.

Specific Responsibilities:

- a. Serves as a member of the Board of Officers and, as such, attends all called and/or special meetings of the Board.
- b. Performs duties assigned by the President which may include serving as liaison to at least one of the Federation's standing committees.
- c. In consultation with the Executive Director and the President, represents the Federation before corporations, organisations, foundations and institutions in order to raise funds effectively.
- d. Works closely with the office to develop and pursue new fundraising leads and opportunities.
- e. In consultation with the office, may host events to increase funding efforts.
- f. In consultation with the office, raises funds through her network.
- g. Assists the President in the performance of her duties, whenever requested to do so.
- h. Attends special or *ad hoc* meetings as directed by the President.

Relationships:

- Accessible to all volunteer leaders and the general membership.
- In consultation with the Executive Director, uses consistent GWI messaging to provide financial information about the Federation.
- Works closely with the Board and the Executive Director and has occasional contact with senior federation staff.
- As appropriate and in conjunction with the office, maintains relationships with industry, funding agencies, foundations and other funding bodies to enhance the image of the Federation and the attainment of funding and sponsorship.

Specific skills required:

- Experience of fundraising in its different forms.
- Strong stakeholder management skills including diplomacy, openness.
- Goal-oriented profile willing to contribute to the team.
- Extensive personal network, with strong persuasion and enthusiasm.
- Good team player.
- Has clear grasp of the programmatic objectives of the organisation and the ability to discern and articulate the relationship between the needs of the individual federations and the interests and desired outcomes of the whole organisation.



Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	At least one (1) Board meeting per year requiring travel to headquarters or some centrally designated location as determined from time to time.
Board Conference Calls	<i>Ad hoc</i> conference calls throughout the year (10 – 12 calls approximately 3 hours in duration)
Work on assigned Board projects, committees, task forces, and initiatives	Time will vary depending upon type of requested activity (estimate 6 -12 hours per month)
Correspondence	6-8 hours a month
Conferences	Attendance at the General Assembly and GWI Conference (8 days plus travel)
Interaction with Executive Director	Variable



VP LEGAL AND GOVERNANCE

Job Description

Position Title: Vice-President (Legal and Governance)

Reports To: The President, the Board of Officers and the Membership

Basic Function:

- The Vice-President (Legal and Governance) is elected for a three year term.
- Assists the President in carrying out functions of the office and performs specific duties as designated by her.
- Like all officers of the Board, the Vice President (Legal and Governance) has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Constitution and bylaws, in policy or by majority vote of the Board of Officers.
- At all times, the Vice-President (Legal and Governance) must ensure that her actions are in the best interests of the Federation.

Specific Responsibilities:

- a. Serves as a member of the Board of Officers, and, as such, attends all called and/or special meetings of the Board.
- b. Performs duties assigned by the President which may include serving as liaison to at least one of the Federation's standing committees.
- c. Assists the President in the performance of her duties, whenever requested to do so.
- d. Attends special or *ad hoc* meetings as directed by the President.
- e. Works closely with office and the Membership Committee on governance matters across the NFAs when requested to do so.
- f. Works with the office on any legal matters arising out of daily business and informs the Board and the President accordingly.
- g. Reviews annually the Federation's internal control policies and makes recommendations to the Board of necessary changes to maintain integrity and accountability.
- h. Works with the President, the Board and the office on issues of governance of the Federation and actively promotes simple, streamlined processes for governance.
- i. Works with the Vice-President (Fundraising) on any legal issues pertaining to fundraising.

Relationships:

- Accessible to all volunteer leaders and the general membership.
- In consultation with the Executive Director, uses consistent GWI messaging to provide financial information about the Federation.
- Works closely with the Board and the Executive Director and senior Federation staff.
- Maintains relationships with the office and Membership Committee to ensure compliance on Constitutional matters in GWI and the NFAs.

Specific skills required:

- Legal background and/or knowledge of non-profit governance.
- Experience in managing governance matters,
- Experience in developing and ensuring compliance of internal controls.
- Can write compelling governance documents.



- Thorough knowledge of different governance systems and laws, specifically Swiss law.
- Skilful negotiator and mediator.
- Good team player.
- Has clear grasp of the programmatic objectives of the organisation and the ability to discern and articulate the relationship between the needs of the individual federations and the interests and desired outcomes of the whole organisation.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	At least one (1) Board meeting per year requiring travel to headquarters or some centrally designated location as determined from time to time.
Board Conference Calls	<i>Ad hoc</i> conference calls throughout the year (6 – 12) calls, approximately 2 – 3 hours in duration)
Work on assigned Board projects, committees, task forces, and initiatives	Time will vary depending upon type of requested activity (estimate 12 – 18 hours per month)
Correspondence	8 – 12 hours a month
Conferences	Attendance at the General Assembly and GWI Conference (8 days plus travel)
Interaction with Executive Director	Variable
Legal and Governance	4 - 6 days per month



VP MARKETING

Job Description

Position Title: Vice-President (Marketing)

Reports To: The President, the Board of Officers and the Membership

Basic Function:

- The Vice-President (Marketing) is elected for a three-year term.
- Assists the President in carrying out functions of the office and performs specific duties as designated by her.
- Like all officers of the Board, the Vice-President (Marketing) has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Constitution and bylaws, in policy or by majority vote of the Board of Officers.
- At all times, the Vice-President (Marketing) must ensure that her actions are in the best interests of the Federation.

Specific Responsibilities:

- a. Serves as a member of the Board of Officers, and, as such, attends all called and/or special meetings of the Board.
- b. Performs duties assigned by the President which may include serving as liaison to at least one of the Federation's standing committees.
- c. In consultation with the Executive Director and the President, represents the Federation before NFAs and other relevant organisations in order to market the Federation effectively.
- d. Works closely with the office to develop marketing campaigns to support membership development and fundraising.
- e. Works closely with the Executive Director and the office on all marketing initiatives.
- f. In consultation with the office, markets GWI through her network.
- g. Assists the President in the performance of her duties, whenever requested to do so.
- h. Attends special or ad hoc meetings as directed by the President.

Relationships:

- Accessible to all volunteer leaders and the general membership.
- In consultation with the Executive Director, uses consistent GWI messaging to provide financial information about the Federation.
- Works closely with the Board and the Executive Director and senior Federation staff.

Specific skills required:

- Experience in the disciplines of marketing and/or communications in a marketing department.
- Strategic thinker focused on the external market.
- Good team player.
- Understanding of the economic environment.
- Ability to work cross-culturally and be culturally sensitive while promoting the Federation's strategy and messages.
- Compelling public speaker.



- Has clear grasp of the programmatic objectives of the organisation and the ability to discern and articulate the relationship between the needs of the individual federations and the interests and desired outcomes of the whole organisation

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	At least one (1) Board meeting per year requiring travel to headquarters or some centrally designated location as determined from time to time.
Board Conference Calls	<i>Ad hoc</i> conference calls throughout the year (10 -12 calls, approximately 3 hours in duration)
Work on assigned Board projects, committees, task forces, and initiatives	Time will vary depending upon type of requested activity (estimate 12 - 18 hours per month)
Correspondence	6-8 hours a month
Conferences	Attendance at the General Assembly and GWI Conference (8 days plus travel)
Interaction with Executive Director	Variable
Marketing	3-5 days per month



VP MEMBERSHIP

Job Description

Position Title: Vice-President (Membership)

Reports To: The President, the Board of Officers and the Membership

Basic Function:

- The Vice-President (Membership) is elected for a three-year term.
- Assists the President in carrying out functions of the office and performs specific duties as designated by her.
- Like all officers of the Board, the Vice-President (Membership) has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Constitution and bylaws, in policy or by majority vote of the Board of Officers.
- At all times, the Vice-President (Membership) must ensure that her actions are in the best interests of the GWI.

Specific Responsibilities:

- a. Serves as a member of the Board of Officers, and, as such, attends all called and/or special meetings of the Board.
- b. Performs duties assigned by the President which may include serving as liaison to at least one of the GWI standing committees.
- c. May represent GWI and the Board before member federations and associations or other organisations in consultation with the President.
- d. Works closely with the office and the Membership Committee to encourage new, and strengthen existing, NFAs and Associate Member relationships.
- e. Develops strategic Membership plans for and with the Membership within the financial restrictions as set out by the Treasurer.
- f. Works with the office on Membership strategies for GWI, with reference to membership growth.
- g. Works with the Vice President Marketing and the office to support membership development within the GWI.
- h. Assists the President in the performance of her duties, whenever possible to do so.
- i. Attends special or *ad hoc* meetings in consultation with the President.

Relationships:

- Accessible to all volunteer leaders, NFA's, Associate members and the general membership.
- In consultation with the Executive Director and the Treasurer uses consistent GWI messaging to provide financial information about the Federation.
- Works closely with the Board and the Executive Director and senior Federation staff.
- Maintains personal contact with NFAs as appropriate.

Specific skills required:

- Experience in developing and implementing membership growth and retention strategies.

- Strategic thinker focused on the internal stakeholders, with an understanding of the external market.
- Good team player.
- Ability to devise capacity building and growth strategies.
- Ability to work cross-culturally and be culturally sensitive while promoting the GWI strategy.
- Open and outgoing, preferably speaks at least three official United Nations languages including English.
- Has clear grasp of the strategic objectives of the organisation and the ability to discern and articulate the relationship between the needs of the individual federations and the interests and desired outcomes of the whole organisation.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	At least one (1) Board meeting per year requiring travel to headquarters or some centrally designated location as determined from time to time.
Board Conference Calls	<i>Ad hoc</i> conference calls throughout the year (10 - 12 calls, approximately 2 - 3 hours in duration)
Work on assigned Board projects, committees, task forces, and initiatives	Time will vary depending upon type of requested activity (estimate at least 16 hours per month)
Correspondence	8 - 12 hours a month
Conferences	Attendance at the General Assembly and GWI Conference (8 days plus travel) and the GWI regional meetings
Interaction with Executive Director	Variable
Membership	6 – 8 days per month



TREASURER

Job Description

Position Title: Treasurer

Reports To: The President, the Board of Officers and the Membership

Basic Function:

- The Treasurer is elected for a three-year term.
- The Treasurer provides oversight of the financial aspects of the Federation and ensures that the Board receives monthly financial information.
- Like all officers of the Board, the Treasurer has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Constitution and Terms of Reference (ToR) , in GWI policy or by majority vote of the Board of Officers.
- At all times, the Treasurer must ensure that her actions are in the best interests of the Federation.

Specific Responsibilities:

- a. Provides the Board with insight and knowledge of financial plans, controls and results of the Federation.
- b. Presents the proposed triennial and annual budgets clearly and concisely to the Board and answers all relevant questions prior to Board approval.
- c. Examines monthly financial reports to interpret trends and projections.
- d. Has direct responsibility for monitoring the Federation's budget and reporting such progress at each regularly scheduled meeting of the Board of Officers and the Finance Committee.
- e. In conjunction with the Executive Director ensures that the Federation's annual audit is conducted in a timely fashion in accordance with the Constitution, ToRs, policies and Swiss Law.
- f. Has direct responsibility for monitoring the Federation's annual audit and reporting progress and results to the Board of Officers and the Finance Committee.
- g. In conjunction with the Executive Director, ensures that the audited accounts including the standard clause on Board Discharge of Duties in accordance with Swiss Law are approved by the membership.
- h. Serves as a member of the Board of Officers and the Finance Committee, and, as such, attends all called and/or special meetings of the Board or the Finance Committee.
- i. Assists the President in the performance of her duties, whenever requested to do so.
- j. Attends special or *ad hoc* meetings as directed by the President.
- k. Represents the Federation at other federations or organisations as requested by the President.
- a. Works with the Executive Director and FinCom to establish the triennial budget.
- l. Assists the Executive Director in motivating changes to the budget when necessary.

Relationships:

- Accessible to all volunteer leaders and the general membership.
- In consultation with the Executive Director, uses consistent GWI messaging to provide financial information about the Federation.
- Works closely with the Board and the Executive Director and has occasional contact with financial federation staff.

Specific skills required:

- Proficient accounting or financial skills to draw up a profit and loss statement and a balance sheet.
- Understanding of investments and investment principles.
- Understanding of currencies and optimising currency exchange rates.
- Understanding of Swiss Audit Law and Tax.
- Knowledge and understanding of GWI restricted and unrestricted funds and GWI finances.
- Experience of drawing up and managing organisational budgets.
- Has clear grasp of the programmatic objectives of the organisation and the ability to discern and articulate the relationship between the needs of the individual federations and the interests and desired outcomes of the whole organisation.

Estimated Time Commitment:

Function/Activity	Typical Time Required 18 hours per week
Board Meetings	At least one Board meeting per year requiring travel to headquarters or some centrally designated location as determined from time to time.
Board Conference Calls	<i>Ad hoc</i> conference calls throughout the year (6-12 calls, approximately 2 hours in duration)
Conference calls with accountant	Once a month, 1-2 hours.
Preparation and follow up of dues invoices and payments	In average 12 hours a week between November to end of June.
Finance Committee meetings	Two to four (2-4) conference calls per year, most likely more in the year preceding the GA/conference
Budget Preparation & Review	In consultation with the Executive Director and President 3-4 days per year
Work on assigned Board projects, committees, task forces, and initiatives	Time will vary depending upon type of requested activity (estimate 1-2 hours per week)
Correspondence	Four (4) hours per week
Conferences	Attendance at General Assembly and GWI Conference (8 days plus travel)
Interaction with Executive Director	Variable