



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

Basic Function:

The President of the Board is elected for a three-year term and she,

- Serves on the Board of Officers.
- Speaks on behalf of the Federation but like all officers of the Board, has no authority to speak or act on behalf of the Board other than the authority specifically granted in the Constitution, in Board policy or by resolution of the Board of Officers.
- Is responsible for ensuring that Officers of the Board are aware of and fulfil their governance responsibility, comply with applicable laws, the GWI Constitution and their Terms of Reference.
- Conducts Board business effectively and efficiently and is accountable for performance of the Board in general.
- Ensures that her actions are in the best interests of the Federation.

Specific Responsibilities:

- a. Primarily responsible for leading GWI in the global social- economic and environmental space in which it operates.
- b. Works on creating and embedding a unified GWI culture that is values and outcomes - based.
- c. Is responsible for working with the Board to develop an organizational strategy that promotes GWI, attracts and engages members in all membership categories, expands the implementation of the SDGs in NFA countries with the help of NFAs and creates opportunities for building working relationships with external stakeholders and for fundraising, grants and donations.
- d. Works with VPs on developing an understanding of GWI's value to membership and to embedding this understanding into membership recruitment and engagement strategies and communications with internal and external stakeholders and
- e. Works with VPs and the Treasurer in areas that specifically cite the President's involvement under "Specific Responsibilities" within each VP's job description.
- f. When called upon by the VPs, helps them solve problems that they may be encountering in the accomplishment of their respective goals.
- g. Presides over the monthly meetings of the Federation's Board of Officers. In consultation with the Executive Director, prepares the agenda for meetings of the Board of Officers.
- h. Works with the Board to resolve organizational issues.
- i. Responds to all GWI- related emails addressed to her in a timely manner.
- j. Presides over the Federation's General Assembly (GA), held at the end of each Triennium.
- k. Conducts an annual review of the Executive Director's performance with as-needed help from the Board.



- l. Seeks public fora to speak to Institutions of Higher Education, women's professional organizations and related entities about the value of membership in GWI, the importance of graduate women to SDG implementation and GWI's work in organizing graduate women in the advancement of SDG 4 - Quality, Equal and Inclusive Education for All.
- m. Receives regular updates from the Treasurer on the income and expenditures and overall financial position of the Federation.
- n. Recognizes 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.
- o. Reports the activities of the Board and Federation to the members at the General Assembly.
- p. With the Board of Officers, approves the annual financial report.

Accountability:

- a. Is accessible to all NFA Leadership, General Membership and GWI staff.
- b. Serves as *ex officio* member of all Federation committees. Attendance at Committee meetings only on an as-needed basis.
- a. The President may delegate specific duties to the Executive Director, Board members and/or committees as appropriate; however, the accountability remains with the President.
- b. The President has an obligation to the Board of Directors and to the GWI membership in general to provide leadership and perform her duties to standards that are in the best interests of the Federation. Given the pivotal nature of this organizational position, should she fail to do so time and again and in a manner that is detrimental to the organization, she may be asked to step down by a majority vote of the Board of Officers in consultation with the Governance Committee.

Specific skills required:

- a. Ability to lead an international organization.
- b. Understanding of the GWI Constitution.
- c. Strong public speaking skills.
- d. Strong writing skills.
- e. Understanding of the global socio-economic, environmental space within which GWI operates.
- f. Ability to strategize and to think critically and make the best possible decisions in GWI's best interest and to build membership consensus around these decisions.
- g. Ability to get work done in a timely manner.
- h. Ability to interact and collaborate with external stakeholders such as UN Agencies, Global Decision-makers, Country Government Focal Points and Global Funders in the implementation of SDG 4 in NFA countries.
- i. Ability to articulate GWI's organizational strategy and its value to current and prospective members.
- j. Ability to understand the rudiments of budgeting and GWI's finances.
- k. Ability and willingness to interact and work with NFAs.



I. Ability to do administrative work related to portfolio.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	Once a month
Budget Preparation & Review	In consultation with the Executive Director and Treasurer 2 days per year
Work on organizational issues and their resolution	4 hours a week
Interaction with individual VPs in the accomplishment of VPs' goals	Varies – VPs ask for help at their discretion
AGM	Attendance at General Assembly and GWI Conference once in three years, 4 days
NFA AGMs	Attendance is encouraged, GWI Budget permitting. Video appearances would be good substitution for personal appearances
Interaction with the Executive Director	1 hour a week

Approved by the GWI Board of Officers, June 2022.



Vice President, ADVOCACY
Job Description

Position Title: Vice-President, Advocacy

Reports To: The President

Basic Function:

The Vice-President for Advocacy is elected for a three-year term and she,

- Serves as a member of the Board of Officers and, as such, attends all called and/or special meetings of the Board.
- Speaks or acts on behalf of the Board only on the authority specifically granted in the Constitution and Terms of reference or by majority vote of the Board of Officers.
- Ensures, at all times, that her actions are in the best interests of GWI.

Specific Responsibilities:

- a. Advocates primarily with UNECOSOC, the UN Human Rights Council and other relevant UN agencies on behalf of GWI's NFAs.
- b. Works with the President on framing GWI's advocacy issues.
- c. Utilizes all of GWI's advocacy tools to influence policymakers and stakeholders to prioritize, promote and advance the Sustainable Development Goal of Inclusive, quality and equal Education for All (SDG 4)- indivisible from the rest of the SDGs.
- d. Utilizes all of GWI's advocacy tools to influence policymakers and stakeholders to prioritize, promote and advance the Sustainable Development Goal of SDG 5 of Gender Equality - indivisible from the rest of the SDGs particularly SDG 4 (Education).
- e. In collaboration with GWI's UN representatives creates a plan for a coherent advocacy strategy that will represent SDG -related issues in NFA countries.
- f. Coordinates efforts with those of GWI's UN Representatives to maximize advocacy benefits for NFA countries.
- g. Utilizes GWI's Discussion Network and other available platforms to help members understand the advocacy strategy, to contribute to the strategy and to feel connected to it, making GWI's global advocacy work seem less remote to NFAs and their members.
- h. With the Executive Director, drafts statements to be submitted to UNCSW (once a year) and the UN Human Rights Council (twice a year). Works with the Executive Director on drafting additional statements if necessary.
- i. Solicits input for statements from NFA Leadership based on their members' "lived experiences" in their respective countries.
- 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. Templates and training for this activity will be made available for first -time Advocacy VPs.



- k. Acts as liaison to the Resolutions Committee during the Triennium, in supporting the Resolutions Committee’s efforts to help NFAs implement resolutions in their respective countries and every three years in sending out the Call for Resolutions for the AGM.
- l. Prepares material for GWI’s monthly newsletter.
- m. Provides relevant information on GWI’s advocacy work to the Marketing VP so that she may promote GWI to internal and external stakeholders and prospective members in all categories.
- n. May create an Advocacy Committee if it is deemed helpful in carrying out scope of work.

Relationships:

- a. Is reasonably accessible to general membership.
- b. Provides relevant advocacy information and updates on work with UN Reps and ECOSOC to the VP for Education and VP for Projects that will support them in their work.
- c. Understands and remains updated on the work of all other Vice Presidents.

Specific skills required:

- a. Ability to understand the global socio-economic, environmental space within which GWI operates.
- b. Ability to understand the organizational strategy for GWI’s graduate women that aligns with this space and maximizes GWI’s role in the advancement of SDG 4 – Quality, Equal and Inclusive Education for All and SDG 5 – Gender Equality.
- c. Ability to articulate GWI’s organizational strategy and its value to current and prospective members and external stakeholders.
- d. Ability to write statements based on this strategy and other advocacy related documents, if needed.
- e. Ability to speak publicly if deemed necessary.
- f. Ability to do administrative work related to portfolio.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	Once a month
Advocacy Work described above	1-2 hours/week
AGM	Attendance at the General Assembly and GWI Conference once in three years, 4 days
Interaction with other VPs as described above	1 hour every two weeks



Interaction with Executive Director	1 hour every two weeks – may vary during CSW and during the drafting of statements to UNCSW and UNHRC
Interaction with President	When support is required from the President – at your discretion

Approved by the GWI Board of Officers, June 2022.



Vice President, EDUCATION
Job Description

Position Title: Vice-President, Education

Reports To: The President

Basic Function:

The Vice-President for Education is elected for a three-year term and she,

- Serves as a member of the Board of Officers and, as such, attends all called and/or special meetings of the Board.
- Speak on behalf of the Board only on the authority specifically granted in the Constitution, Terms of reference or by majority vote of the Board of Officers.
- Ensures, at all times, that her actions are in the best interests of GWI.

Specific Responsibilities:

- Primarily responsible for creating awareness within GWI's membership of the Sustainable Development Goal 4 (SDG 4) and its indivisibility from other SDGs.
- With the Education Committee, creates knowledge about the implementation of SDGs – particularly SDG 4 – Inclusive, quality and Equal education for all - in NFA countries and gains made towards the accomplishment of SDG4.
- Works with the Education Committee to disseminate information on the role graduate women can play in the localization of this implementation in their respective countries.
- Works with the Education Committee to disseminate this knowledge especially to GWI's Young members and how involvement in the SDGs can benefit their personal and professional development and improve the quality of their family lives.
- Works with the Education Committee in engaging in discussions with members on the subject of SDGs using all GWI interactive platforms.
- Supports the Education Committee in engaging with members.
- Works with the President on enhancing meaningful relationships with UN agencies that are working on implementing SDGs in NFA countries.
- Works with President on attracting subject matter experts to speak to the membership for further knowledge enhancement and inspiration.
- Works with the President, Membership and Marketing VPs in framing a recruitment and engagement message based on the importance of graduate women's roles in the implementation of SDGs.
- On the basis of this message, works with the President, and supports the Membership VP in the recruitment of Institutions of Higher Education (colleges and universities).
- Provides information on an as-needed basis to Projects VP on how the SDG framework can be embedded in GWI projects.
- Contributes information towards the development of the organizational strategy.



- Coordinates the organisation of interdisciplinary seminars and workshops for the GWI Triennial Conference as requested by the Board.

Other Board Relationships:

- g. Is reasonably accessible to general membership.
- h. On an as-needed basis, works with the VP for Advocacy in Education and Advocacy crossover areas, provides information to VP for Fundraising on request.

Specific skills required:

- a) Ability to understand the global socio-economic, environmental space within which GWI operates.
- b) Ability to understand the organizational strategy for GWI's graduate women that aligns with this space and maximizes GWI's role in the advancement of SDG 4 – Quality, Equal and Inclusive Education for All.
- c) Ability to articulate GWI's organizational strategy and its value to UN agencies and other external stakeholders.
- d) Ability to write and speak publicly.
- e) Ability to do administrative work related to portfolio.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	Once a month
Education Work described above	2-3 hours a week
AGM	Attendance at the General Assembly and GWI Conference once in three years, 4 days
Interaction with other VPs as described above	1 hour every two weeks
Interaction with Executive Director	1 hour every two weeks
Interaction with President	When support is required from the President – at your discretion

Approved by the GWI Board of Officers, June 2022.



Vice President, FUNDRAISING
Job Description

Position Title: Vice-President, Fundraising

Reports To: The President

Basic Function:

The Vice-President for Fundraising is elected for a three-year term and she,

- Serves as a member of the Board of Officers and, as such, attends all called and/or special meetings of the Board.
- Speak only on the authority specifically granted in the Constitution, Terms of Reference or by majority vote of the Board of Officers.
- Ensures that her actions are in the best interests of the Federation.

Specific Responsibilities:

- a. Primarily responsible for raising funds for various aspects of GWI's mission- related work.
- b. Works closely with the President, Executive Director and the Marketing VP to develop a "niche" for GWI that will be attractive to funders.
- c. Works with the Executive Director and the President to develop leads on fundraising opportunities.
- d. Along with the President, represents the Federation before corporations, organizations, foundations and other funding institutions to raise funds.
- e. Works closely with the Treasurer to understand GWI budgets and funding needs that need to be prioritized.
- f. In consultation with the office, may host events to increase funding efforts.
- g. At her discretion may create a Fundraising Committee to help her in fundraising efforts.

Other Board Relationships:

- Is reasonably accessible to all volunteer leaders and the general membership.
- Works with the VPs for Advocacy, Education, Projects and Membership to understand their work and how it can be incorporated in fundraising ideas and funding proposals to prospective donors and funders.
- Works with President to frame proposals for grants.
- Works with the Vice-President Legal & Governance on any legal issues pertaining to fundraising.

Specific skills required:

- d. Ability to understand the global socio-economic, environmental space within which GWI operates.



- e. Ability to understand the organizational strategy for GWI’s graduate women that aligns with this space and maximizes GWI’s role in the advancement of SDG 4 – Quality, Equal and Inclusive Education for All.
- f. Ability to articulate GWI’s organizational strategy and its value to foundations, businesses, internal and external donors and other global funders.
- g. Ability to research funding opportunities and develop leads.
- h. Ability to understand effective fundraising strategies, including online fundraising and their implementation.
- i. Ability to work with other VPs to understand funding priorities.
- j. Ability to do administrative work related to portfolio.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	Once a month
Fundraising work described above	2 -3 hours a week
AGM	Attendance at the General Assembly and GWI Conference once in three years, 4 days
Interaction with Other VPs	1 hour every two weeks
Interaction with Executive Director	1 hour every two weeks
Interaction with President	When support is required from the President – at your discretion

Approved by the GWI Board of Officers, June 2022.



Vice President, 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 for Legal and Governance is elected for a three-year term and she,

- Serves as a member of the Board of Officers and, as such, attends all called and/or special meetings of the Board.
- Speaks or acts on behalf of the Board only on the authority specifically granted in the Constitution and Terms of reference or by majority vote of the Board of Officers.
- Ensures, at all times, that her actions are in the best interests of GWI.

Specific Responsibilities:

- a. Assists the President in the performance of her duties, whenever requested to do so.
- b. Attends special or *ad hoc* meetings as directed by the President.
- c. Serves as a non-voting member on the Governance Committee.
- d. Becomes familiar with all administrative, legal and organizational documents of GWI.
- e. Works with the office on any legal matters arising out of daily business and informs the Board and the President accordingly.
- f. Reviews annually the Federation's internal control policies and makes recommendations to the Board of necessary changes to maintain integrity and accountability.
- g. Works with the President, the Board, Governance Committee and the office on issues of governance of the Federation and actively promotes simple, streamlined processes for governance.
- h. Works closely with the Executive Director for the General Assembly and Board of Officers meetings on tasks related to the scheduling of the meeting, distribution of the Agenda and background information prior to the meetings, recording of the minutes of the meetings and their distribution.
- i. Works with the President and the Executive Director in organizing the GWI Triennial General Assembly.
- j. Works with the Vice-President Fundraising and Vice President Projects on any legal issues pertaining to fundraising and projects respectively.

Relationships:

- Reasonably accessible to all volunteer leaders and the general membership.



- Works closely with the Board of Officers, Executive Director and the Governance Committee.
- Maintains relationships with the 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.
- Ability to evaluate legal and governance issues and suggest remedial measures.
- Skillful 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.
- Ability to do administrative work related to the portfolio.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	Once a month
Legal & Governance Work described above	3-4 hours a week
Interaction with other VPs	1 hour every two weeks
AGM	Attendance at the General Assembly and GWI Conference once in three years, 4 days
Interaction with Executive Director	1 hour every two weeks
Interaction with President	When support is required from the President – at your discretion

Approved by the GWI Board of Officers, June 2022.



Vice President, MARKETING
Job Description

Position Title: Vice-President, Marketing

Reports To: The President

Basic Function:

The Vice-President for Marketing is elected for a three-year term and she,

- Serves as a member of the Board of Officers, and, as such, attends all called and/or special meetings of the Board.
- Speaks only on the authority specifically granted in the Constitution, in Terms of Reference or by majority vote of the Board of Officers.
- Ensures that her actions are in the best interests of the Federation.

Specific Responsibilities:

- a. Is primarily responsible for promoting the only global organization comprised entirely of graduate women.
- b. Promotes the role that graduate women play in the implementation of SDG 4 around the world under the auspices of GWI Headquarters.
- c. Works with the President to understand how GWI can be most effectively promoted based on knowledge of internal and external audiences and the socio-economic, environmental space in which GWI operates.
- d. Works with the Education VP on promoting information on how the SDGs relate to members' lives.
- e. Works with Education VP to understand and promote, to GWI's Young Members, the benefits of SDG involvement in their personal and professional development and enhancement of their family lives.
- f. Creates and implements a coherent marketing strategy based on this knowledge and on information from VPs for Advocacy, Projects, Fundraising and Membership that attracts and engages all categories of membership and facilitates relationships with external stakeholders like UN agencies and global funders.
- g. Discusses with the President and Executive Director and Initiates all marketing strategies.

Relationships:

- a. Reasonably accessible to membership.
- b. Works closely with the Board of Officers and the Executive Director.

Specific skills required:

- a. Ability to understand the global socio-economic, environmental space within which GWI operates.



- b. Ability to understand the organizational strategy for GWI’s graduate women that aligns with this space and maximizes GWI’s role in the advancement of SDG 4 – Quality, Equal and Inclusive Education for All.
- c. Ability to articulate GWI’s organizational strategy and its value to current and prospective members and external stakeholders.
- d. Ability to communicate verbally and in writing.
- e. Ability to work with all popular forms of Social Media.
- f. Ability to understand diverse cultures and to market GWI in a culturally sensitive manner.
- g. Ability to do administrative work related to portfolio.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	Once a month
Work on Marketing described above	2-3 hours a week
AGM	Attendance at the General Assembly and GWI Conference once in three years, 4 days
Interaction with other VPs	1 hour every two weeks
Interaction with Executive Director	1 hour every two weeks
Interaction with President	When support is required from the President – at your discretion

Approved by the GWI Board of Officers, June 2022.



Vice President, MEMBERSHIP
Job Description

Position Title: Vice-President, Membership

Reports To: The President

Basic Function:

The Vice-President for Membership is elected for a three-year term and she,

- Serves as a member of the Board of Officers and, as such, attends all called and/or special meetings of the Board.
- Speaks only on the authority specifically granted in the Constitution and Terms of reference or by majority vote of the Board of Officers.
- Ensures, at all times, that her actions are in the best interests of GWI.

Specific Responsibilities:

- a. Primarily responsible for GWI's membership growth.
- b. Works closely with the President and Membership Committee to create a plan for the recruitment of new members/NFAs/Associate members. and on its implementation.
- c. Works closely with the Marketing VP to create targeted recruitment material for distribution to prospective members, including young members.
- d. On an as- needed basis, with the Membership Committee, creates Orientation material for distribution to new members.
- e. Updates GWI membership materials, including membership benefits and value, for distribution to NFAs and members.
- f. Works closely with the President in membership recruitment and engagement activities for all categories of members, and with the President and Education VP in the recruitment of Institutions of Higher Education. (Colleges and Universities)
- g. Provides Marketing VP with updates on membership -related items of interest that marketing can use to promote GWI to new and prospective members.
- h. Works closely with the Membership Convenor and GWI's Regional Membership Presidents to connect frequently with GWI members in each region, to understand Membership issues being experienced by regional NFAs and to address these.
- i. Works closely with the Membership Convenor/Committee to elicit timely and up- to- date information required by GWI Headquarters for the GWI website, email distribution, invoicing for and receipt of dues payments, and General Assembly electronic votes between Triennials.
- j. Works together with the Membership Committee to admit new NFAs (review their Constitution to ensure alignment with GWI requirements, write welcome letter etc). Similarly, termination requires her to work in collaboration with the Treasurer, FinCom (financial plan) and Membership Committee.



Other Board Relationships:

- Is reasonably accessible to all volunteer leaders, NFAs, Associate members and the general membership.
- Provides all necessary member-related information to Executive Director and Treasurer
- Works closely with VPs for Advocacy, Education and Projects to understand their work and how it can be instrumental in recruitment and engagement activities.
- Works closely with the VP Legal & Governance to ensure compliance on Constitutional matters in GWI and the NFAs.

Specific skills required:

- Ability to understand the global socio-economic, environmental space within which GWI operates.
- Ability to understand the value proposition that each category of membership is seeking and how it relates to the SDGs.
- Ability to contribute this understanding towards the development of the organizational strategy for GWI’s graduate women that aligns with this space and maximizes GWI’s role in the advancement of SDG 4 – Quality, Equal and Inclusive Education for All.
- Ability to articulate GWI’s organizational strategy and its value to current and prospective members during recruitment and engagement activities.
- Based on this information, ability to create and implement membership growth and retention strategies.
- Ability to be culturally sensitive while promoting the GWI strategy.
- Ability to do administrative work related to portfolio.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	Once a month
Membership Work described above	3-4 hours a week
AGM	Attendance at the General Assembly and GWI Conference once in three years, 4 days
Interaction with other VPs	1 hour every two weeks
Interaction with Executive Director	1 hour every two weeks
Interaction with President	When support is required from the President – at your discretion

Approved by the GWI Board of Officers, June 2022.



Vice President, PROJECTS

Job Description

Position Title: Vice-President, Projects

Reports To: The President

Basic Function:

The Vice-President for Projects is elected for a three-year term and she,

- Serves as a member of the Board of Officers and, as such, attends all called and/or special meetings of the Board.
- Speaks on behalf of the Board only on the authority specifically granted in the Constitution and Terms of reference or by majority vote of the Board of Officers.
- Ensures, at all times, that her actions are in the best interests of GWI.

Specific Responsibilities:

- Primarily responsible for overseeing, monitoring and problem-solving GWI Projects including Bina Roy Projects.
- Discusses with the President, Education VP and the Executive Director the type of projects GWI should be funding given its emphasis on the localization of SDGs.
- Provides information about types of projects that GWI will undertake to Fundraising VP to support her efforts at fundraising for these projects and her interactions with external stakeholders like UN agencies and global funders.
- Provides information on projects to Marketing VP so that she can use in promoting GWI.
- Works with the Projects Committee to develop project parameters that can be included in Calls for Proposals issued to GWI NFAs.
- Works with the Projects Committee to adapt Bina Roy projects to the SDG framework, so that all GWI Projects are aligned with GWI's emphasis on the implementation of SDGs and the localization of this implementation.
- Along with the Projects Committee, meets and works with NFAs that undertake projects to oversee projects and problem-solve if at all necessary.
- Places particular emphasis on projects being implemented by GWI's Young Members.
- When necessary, works with the President in representing GWI to project funders and other entities that are supportive of GWI's role in the expansion of the implementation of the SDGs.
- Provides project reports to funders on an as-needed basis.

Relationships:

- i. Is reasonably accessible to general membership.
- j. Works with the Treasurer to report on project finances and reconciliation of project-related expenses.



- k. Works with the Vice-President Legal & Governance on any legal issues pertaining to projects.

Specific skills required:

- a) Ability to understand the global socio-economic, environmental space within which GWI operates.
- b) Ability to understand the organizational strategy for GWI’s graduate women that aligns with this space and maximizes GWI’s role in the advancement of SDG 4 – Quality, Equal and Inclusive Education for All.
- c) Ability to articulate GWI’s organizational strategy and its value to UN agencies and other external stakeholders.
- d) Ability to communicate the value of GWI’s projects to external stakeholders and to members.
- e) Ability to evaluate project proposals and oversee and monitor projects.
- f) Ability to do administrative work related to portfolio.

Estimated Time Commitment:

Function/Activity	Typical Time Required
Board Meetings	Once a month
Project Work described above	2-3 hours a week
AGM	Attendance at the General Assembly and GWI Conference once in three years, 4 days.
Interaction with other VPs as described above	1 hour every two weeks
Interaction with President	When support is required from the President – at your discretion
Interaction with Executive Director	1 hour every two weeks

Approved by the GWI Board of Officers, June 2022.

TREASURER
Job Description

Position Title: Treasurer

Reports To: Governance Committee, the President, the Board of Officers and the Membership

Basic Function:

- The Treasurer is elected for a three-year term.
- The Treasurer oversees the financial aspects of the Federation and ensures that the Board receives financial information on a regular basis or upon request.
- 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.
- The Treasurer must ensure that her actions are in the best interests of the Federation at all times.

Specific Responsibilities:

- a. Provides the Board and the Finance Committee (FinCom) with insight and knowledge of financial plans, controls and results of the Federation;
- b. Establishes the triennial and annual budgets in collaboration with the Executive Director (ED) and FinCom and, after approval by FinCom, represents them clearly and concisely to the Board of Officers and answers all relevant questions prior to Board approval;
- c. Follows closely the Federations expenses and establishes together with a licenced Accountant and the ED quarterly financial reports. The licenced Accountant is knowledgeable about Swiss Law and ensures that the reporting complies with Swiss Law. These reports are presented to the Finance Committee and, after approval, to the Board of Officers;
- d. In conjunction with the ED and the Accountant ensures that the Federation's annual audit is conducted in accordance with the Constitution, ToRs, policies and Swiss Law.
- e. Is directly responsible for monitoring the Federation's annual audit, reporting progress and results to the Finance Committee and, after approval of the report, to the Board of Officers.
- f. Is responsible for ensuring that the financial reports, in particular the annual financial report, are adopted by the Board and that the vote is clearly documented in the Board minutes as required by Swiss Law.
- g. Ensures that the audited financial reports including the standard clause on Board Discharge of Duties in accordance with Swiss Law are approved by the membership yearly by an electronic vote.
- h. Is responsible for the preparation and mailing of dues invoices and for monitoring and confirming dues payments. An electronic tool is provided for this purpose.



- i. Serves as a member of the Board of Officers and as the liaison with the Finance Committee, and, as such, attends all called and/or special meetings of the Board or the Finance Committee.
- j. Assists the President in the performance of her duties, whenever requested to do so.
- k. Attends special or *ad hoc* meetings as discussed by the Board.
- l. Represents the Federation at other federations or organisations as requested by the Board/President.
- m. Keeps a record of the NFAs and the membership numbers.

Relationships:

- Accessible to all volunteer leaders and the general membership.
- Works closely with the Executive Director, the certified Accountant (financial officer), the Finance Committee and the Board of Officers.

Specific skills required:

- Proficient accounting or financial skills to interpret a profit and loss statement and a balance sheet.
- Knowledge and understanding of GWI restricted and unrestricted funds and GWI's accounting policy.
- Ability of drawing up and managing organisational budgets.
- Is ready to invest time for understanding Swiss Accounting Principles as well as Audit and Tax law (documents will be provided).
- Will become knowledgeable about the dues' calculation and the constitutional framework related to the dues collection process as well as about the re-affiliation procedures (documents will be provided).
- Proficient computer skills to manage Excel and Word software and an online invoicing platform (introduction to the tool will be provided).
- Clear understanding of the financial objectives of the organisation, of the financial control mechanisms and be able to propose solutions to emerging problems in accounting and/or financial policies.

Estimated Time Commitment:

Function/Activity	Highly variable throughout the year, for details see below.
Board Conference Calls	<i>Ad hoc</i> conference calls throughout the year, once a month, 2-3 hours. Preparation: 1-2 hours.
Conference calls with accountant	Every three months meetings with ED and Accountant for establishing the financial reports, 2 hours.



Budget preparation and reviewing reports	Budget once a year, 3 hours for discussions and consultations, reviewing reports, once every three months, 3 hours.
Preparation and follow up of dues invoices and payments	An internal control procedure is available. October-November, collect member numbers and leadership information from NFAs, prepare Excel file with member number and dues amount for each NFA to be shared with ED and Accountant; 2-3 hours per week. November-December, preparation of invoices and of letters to be sent with invoice, 1-2 December send out invoices; 5 hours per day. December-June follow up and acknowledgment of payments. Prepare invoices in other currencies, variable 2-3 hours per week.
Finance Committee meetings	Four to five (4-5) conference calls per year, most likely more in the year preceding the GA/conference, 90 Minutes each.
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).
Conferences	Attendance at General Assembly and GWI Conference (4 days plus travel).
Interaction with ED and signing out invoices	Variable, in average 2-3 hours per month. Extra work during the conference year for fellowship and grants payments.

Approved by the GWI Board of Officers, June 2022.