

Job Description President WISTA Ltd.

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The functions of the President of WISTA Ltd. (WISTA) are:

- Generally to ensure the continuity of WISTA;
- Ensure that the objectives of WISTA are carried out to:
 - give support to and facilitate the exchange of contacts and experiences among its National WISTA Associations (NWAs or Members) and, to this end, promote the establishment of NWAs adhering to the rules set out in the Articles of Association of WISTA (Articles);
 - promote the continuing education and networking opportunities of its NWAs; and
 - serve as a center for the exchange of information among NWAs and to provide liaison with other related institutions and organizations worldwide.
- Preside over the Executive Committee (ExCo);
- Ensure that the decisions of the General Assembly are carried out; and
- Represent WISTA externally.

Focus Areas, Responsibilities and Critical Issues

A. Articles and Protocols

1. Responsible for ensuring that the Articles and the Protocols are up to date.
2. Responsible for ensuring the availability (online access) of the minutes of the following meetings: ExCo Meetings, Presidents' Round Table Meetings, Extraordinary General Meetings (EGMs) and Annual General Meetings (AGMs), plus the reports of all Standing and *Ad Hoc* committees.

B. Responsibilities include ensuring that:

1. A middle to long term Strategy and Action Plan is in place to ensure that the objectives of WISTA and the decisions of the General Assembly are carried out;
2. An annual WISTA International Conference is arranged by an NWA in good standing in accordance with the Articles;
3. NWAs are established in accordance with the Articles and appropriately supported;
4. The Membership database is accessible to all members of NWAs in good standing;
5. The WISTA website is maintained and available to all members of NWAs in good standing;
6. An appropriate mentorship program is established and made available to all NWAs in good standing;
7. There is liaison with related institutions and organizations worldwide;
8. Sponsorship is obtained, as appropriate, to enable the objectives of WISTA to be realized; and
9. The WISTA Personality of the Year Award is organized.

A. C. General Assembly / AGM / EGM / Presidents' Round Table

1. Chair the ExCo Board Meeting, AGM, EGM and Presidents' Round Table;
2. Liaise with the WISTA Treasurer to obtain confirmation of which NWAs are in good standing, *i.e.*, having paid their subscriptions to WISTA in full for the current year;
3. Determine the method of communication with the NWAs;
4. Ensure a Newsletter informing of the ExCo's activities is produced and issued to the NWAs in good standing, preferably three times a year;
5. Prepare an Annual Report summarizing how and to what extent the decisions of the General Assembly have been carried out;
6. Obtain from the ExCo member in charge of the Conference Committee or from the Conference Organizer the date, time and venue of the Presidents' Round Table, EGM, AGM and the Annual Conference;

7. Provide the WISTA Secretary with any agenda items for the AGM, additional to those prescribed under the Articles;
8. Give to the WISTA Secretary or ensure that the WISTA Secretary has the following documents in good time for distribution with the AGM's agenda papers:
 - a. Annual Report, including the past year's activities;
 - b. Financial Budget for the forthcoming year;
 - c. Recommendations for the Membership fee for the forthcoming year; and
 - d. Details of international initiatives and projects, including funding, for the forthcoming year.
9. Attend and be visible at the AGM, Presidents' Round Table and annual WISTA International Conference, including:
 - a. Making an opening speech at annual WISTA International Conference;
 - b. Making a closing speech at the Gala Diner, as appropriate; and
 - c. Arranging gifts for retiring ExCo members and presenting them after the election.
10. Extraordinary General Meetings
 - a. All general meetings, other than the AGM, shall be called EGMs. An EGM can be held when called by a majority of two-thirds of the Members eligible to attend and vote at general meetings or at the request of the ExCo.
 - b. In order for the Members to requisition an EGM, they must submit to the WISTA President details of the purpose of the meeting, along with evidence of the vote in favor of such requisition. The WISTA President, through the ExCo, will arrange for such a meeting to be held within four months of receipt of such notice.
 - c. An EGM shall be called on a minimum of one months' notice in writing to all Members eligible to attend and vote at general meetings of WISTA, the ExCo and the Company Auditor.

B. D. ExCo, chaired by the WISTA President, will

1. Decide on:
 - a. internal processes;
 - b. the method of communication within the ExCo;
 - c. date, time and method of the ExCo Meetings;
 - d. the date, time and venue of the ExCo Spring Board Meeting; and
 - e. the agenda of all the ExCo Meetings.
2. Determine:
 - a. the strategy, *i.e.*, the use of WISTA's resources;
 - b. responsibilities for carrying out the objectives of WISTA, including which ExCo member will head up which Standing and/or *Ad Hoc* committee and the remit of each committee;
 - c. responsibilities for carrying out the decisions of the General Assembly, including which ExCo member will head up which Standing and/or *Ad Hoc* committee and the remit of each committee; and
 - d. follow up on a., b. and c. above on a regular basis, including at all formal ExCo Meetings.
3. Make recommendations for:
 - a. Strategy and Action Plan for following year; and
 - b. Budget for the Strategy and Action Plan.
4. With WISTA's Treasurer, ensure appropriate accounting principles are applied and that the Financial Budget is adhered to, and manage WISTA's bank account.
5. With WISTA's Secretary and Treasurer, ensure that WISTA remains in good standing with the UK Company Registry.
6. Upon receipt of notice of any dispute or complaint regarding any ExCo member, call an ExCo Meeting and endeavor to resolve the issue.

C. E. Represent WISTA Externally

1. Ensure that WISTA's profile is being appropriately raised worldwide; and
2. Liaise appropriately with related institutions and organizations worldwide.

D. F. Succession/Handover

1. The WISTA President is responsible for handing over materials and responsibility to the next elected WISTA President. Such materials and information include:
 - a. up-to-date versions of the Articles and the Protocols;
 - b. copies of the minutes of all ExCo Meetings, the reports of all Standing and *Ad Hoc* committees and the minutes of all AGMs for at least the last two years;
 - c. details of WISTA's bank account (bank's name, address, email address, account number, sort code, *etc.*); and
 - d. all codes and passwords to enable unrestricted access to WISTA's websites and domain names.
2. An introduction to and details of all persons:
 - a. of related institutions and organizations worldwide with whom WISTA is currently liaising and a brief summary of the state of those relationships;
 - b. currently being approached for sponsorship, if any, to enable the objectives of WISTA to be realized, and a brief summary of the state of those relationships; and
 - c. who are currently approaching WISTA with a view to raising the profile of WISTA and a brief summary of the state of those relationships.
3. Briefing on personal experiences while serving as WISTA President.