

## Job Description Member of Executive Committee (ExCo) WISTA Ltd.

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The Executive Committee (ExCo) of WISTA Ltd. (WISTA) shall manage and be responsible for the governance of the affairs of WISTA.

### The Functions of the ExCo are to:

- Encourage and facilitate the recruitment of new members of WISTA;
- Oversee the finances of WISTA;
- Make interim appointments to fill vacancies of ExCo members who vacate office before the expiration of their tenure;
- Set the dates and places of its own meetings and of the Annual General Meeting (AGM);
- Propose the agenda for the AGM;
- Carry into effect the decisions of the AGM;
- Report to the AGM on work done and on initiatives adopted and/or carried out;
- Provide the AGM with the information required by the Articles of Association of WISTA (Articles) if an administrative officer is to be appointed or a secretariat opened;
- Appoint a Company Secretary for WISTA to keep the statutory books and make the necessary filings at the UK's Company Registry in respect of WISTA;
- Ensure as best as possible that the WISTA name and logo are only used by the National WISTA Associations (NWAs or Members) of WISTA; and
- In collaboration with the Members, adopt such means of publishing/advertising the activities and events of WISTA and the NWAs, including their achievements.

### Focus Area / Responsibility / Critical Issues

#### **A. Handover Information**

The ExCo is responsible for ensuring that the objectives of WISTA are achieved in accordance with the values of WISTA. There are numerous important documents with which ExCo members must be familiar. The ExCo will provide up-to-date versions of the following documents and every ExCo member is responsible for reviewing and understanding them:

1. Articles and Protocols
2. Current Strategy and Action Plan
3. Job Description(s) relevant to their positions, which include:
  - a. President
  - b. Secretary

- c. Treasurer
  - d. Leader of an *Ad Hoc* committee, if appropriate
4. Material and information from the predecessor in the respective position
  5. Minutes of the formal ExCo Meetings, reports of standing and *Ad Hoc* committees, and the minutes of AGMs for the last two years.

**B. Objectives of WISTA**

ExCo members must assist in advancing the objectives of WISTA by:

1. Participating fully at the annual WISTA International Conference;
2. Promoting WISTA to enable new NWAs to be established and to enable all NWAs to be appropriately supported;
3. Contributing to an up-to-date and adequately maintained website, which must be available to all members of all NWAs;
4. Contributing to the Newsletters;
5. Contributing to the mentorship program as appropriate;
6. Providing input to the Press Officer as needed;
7. Liaising with related institutions and organizations worldwide; and
8. Obtaining sponsorship, as appropriate, to enable the objectives of WISTA to be realized.

**C. General Assembly / AGM / Extraordinary General Meetings / Presidents' Round Table**

ExCo members must:

1. Provide to the WISTA Secretary any agenda items for the AGM, in addition to those prescribed under the Articles;
2. Give to the WISTA Secretary or ensure that the WISTA Secretary has in good time for distribution with the AGM's agenda papers, any committee report to be considered at the AGM; and
3. Attend and be visible at the AGM, Presidents' Round Table and annual WISTA International Conference.

**D. Executive Committee**

ExCo members must:

1. Complete all the forms necessary to enable registration as a Director/ExCo member of WISTA at the UK Companies Registry.
2. Understand and abide by:
  - a. Internal processes;
  - b. The methods of communication within ExCo; and
  - c. Date, time and method of ExCo meetings.
3. Share relevant information with other ExCo members.
4. Note the date, time and venue to ensure attendance at:
  - a. The ExCo Spring Board Meeting; and
  - b. The ExCo Board Meeting held before the annual WISTA International Conference.<sup>1</sup>
5. Participate actively in and vote on all ExCo discussions as necessary in a timely manner.
6. Assume responsibility for at least one committee (Standing or *Ad Hoc*), as they may be formed, to ensure the current annual Strategy and Action Plan is achieved and, as appropriate:
  - a. Obtain a copy of the protocol for an *Ad Hoc* committee and follow it;
  - b. Obtain a copy of the protocol for the Standing committee and follow it;
  - c. Ensure any recommended alterations to any protocol are reported back to the ExCo; and
  - d. Report back to the ExCo as required.
7. Plan and execute all tasks for which responsibility has been assumed in a timely and professional manner and in accordance with the agreed budget.
8. Make recommendations for:

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<sup>1</sup> On production to the WISTA Treasurer of vouchers, your travel (economy class) and accommodation expenses for attending the ExCo Spring Board Meeting, the ExCo Board Meeting held the day before the annual WISTA International Conference, and the annual WISTA International Conference will be reimbursed. ExCo members do not pay conference fees for the annual WISTA International Conference as this is covered by the Euro 5,000 paid by WISTA to the annual WISTA International Conference organizers. If an advance is required to cover travel costs, please contact the WISTA Treasurer. Also, on production of vouchers, travel expenses and up to two days of accommodation will be reimbursed as per the budget approved at each AGM for attending other NWA events to which the President or an ExCo member have been invited to speak on behalf of WISTA. Such expenses and attendance will be discussed and agreed upon in advance by the ExCo, including discussion of events where there is potential duplication of attendance.

- a. Strategy and Action Plan for the following year; and
- b. Budget for the Strategy and Action Plan.

**E. Represent WISTA Externally**

ExCo members must:

1. Ensure that WISTA's profile is being appropriately raised worldwide;
2. Liaise appropriately with related institutions and organizations worldwide; and
3. Obtain sponsorship, as appropriate, to enable the objectives of WISTA to be realized.

**F. Incoming WISTA ExCo Member**

In addition to the handover materials described above, the outgoing ExCo member must brief the incoming ExCo member on the following:

1. with whom the ExCo member and the committee(s) are currently liaising and a brief summary of the state of the relationship;
2. related institutions and organizations worldwide currently liaising with WISTA and a brief summary of the state of the relationship;
3. what companies, organizations or individuals, if any, are being approached for sponsorship to enable the objectives of WISTA to be realised and a brief summary of the state of the relationship; and
4. who, if anyone, is currently interested in raising the profile of WISTA and a brief summary of the state of the relationship.