



To: Members of ICSW

From: Tom Johannesen and the ICSW Elections Committee

Date: 3rd Jan 2020

Elections 2020
Responsibilities of various positions

THE PRESIDENT

The President shall commence his or her term at the end of the General Assembly meeting at which he or she is elected and shall complete his or her term at the end of the second General Assembly meeting after the one at which he or she was elected which means a term of approximately four years. The President is not eligible for a second consecutive term.

The President:

Is the highest elected officer and representative of the Council.

Is a member of the General Assembly: Constitution clause 9.1 (a).

Is a non voting member of the Board: Constitution clause 10.1 (a) and By-law 5.1.

Is a member of the Management Committee: Constitution clause 11.1 (a) and By-law 6.1 (a).

Shall review all applications of prospective International Member Organisations: By-law 2.2.

Chairs meetings of the General Assembly: By-law 4.2 (d) and meetings of Council organs: By-laws 5.2 (c) and 6.2, attended by the President unless another person has been appointed to chair a specific committee.

May invite observers to meetings of the General Assembly or the Board in consultation with the Executive Director: By-laws 4.4 and 5.4.

Shall, in the event of the absence of an Executive Director appoint a person to monitor and perform the functions assigned to the Executive Director in the Constitution and By-laws: By-law 7.6.

Should the President be incapacitated or, for any reason is unable to fulfil the functions of the office, the Vice President shall assume the President's role until the President can resume the position.

Member of the Management Committee

The members of the Management Committee shall maintain close contact among themselves and with the Executive Director and should:

- Aim to ensure decision-making processes are in the interests of Member Organisations;
- Promote the objectives of the Council; and
- Implement programmes efficiently.

The functions of the Management Committee are to:

- Ensure the Council functions according to the Constitution, By-laws, decisions of the General Assembly and the Board;
- Represent the Council at the global level;
- Prepare the Global Budget Framework and report on the financial position of the Council to the General Assembly and the Board;
- Approve and monitor the annual budget including allocations from donor funds;
- Oversee the financial and general management of the Council;
- Approve contracts;
- Submit to the official auditors draft annual financial statements and authorise the signing of the annual accounts;
- Determine membership applications on the basis of By-law 2;
- Supervise the Executive Director;
- Approve and amend personnel policies;
- Suspend the membership of, or declare vacant any position on, any Council committee where a person holding a position ceases to have the support of their Council Member Organisation;
- Fill a vacancy on any committee by appointing a person to serve until the next meeting of the General Assembly or Board;
- Determine what fundraising or income generation activities should be undertaken; and
- Approve the appointment of Special Representatives.

Regional President

Each Regional President is a member of the Global Board and is responsible for contributing to the development and implementation of the global programme and in particular, the timely development of a regional programme which is linked to the global programme.

Each Regional President also has the responsibility to:

- Ensure that regional policies and activities are within the framework of the Council's objectives and programme plans;
- Ensure the proper functioning of the activities of the region;
- Represent regional interests to the General Assembly and the Board;
- Represent the Council at the regional and global level as required;
- Chair the meetings of respective regional organs;
- Develop a regional plan for presentation to the Regional Executive Committee;
- Assist the Regional Treasurer in the preparation of the regional budget which is related to the regional plan;
- Recommend acceptance, rejection or further consideration of membership applications from within the region;
- Proactively seek to recruit members in the region.

Regional Vice President

The Vice-President shall:

1. Be a Member of the regional Executive Committee.
2. Have and exercise the powers and perform the functions that are from time-to-time assigned to him/her by the Regional President or Executive Committee.
3. Shall have the powers and shall exercise the duties of the Regional President whenever the Regional President, by reason of illness or other disability, or absence, is unable to act, and at other times when specifically so directed by the Executive Committee . This means that the Regional Vice President acts in place of the President when required including chairing any regional meetings.
4. Maintains close communication with the Regional President.
5. Assumes special responsibilities including chairing working groups and committees as assigned.

Regional Treasurer

The Regional Treasurer is responsible for:

Preparing the regional budget, in consultation with the Regional President; and
Overseeing financial transactions and business at regional level according to budgetary provisions.

Member of Regional Executive Committee

A member of the Regional Executive Committee shall be responsible for:

The conduct of the regional programmes
Assisting the Regional President in the conduct of the regional programmes