



OWIT EXECUTIVE OFFICERS KEY ROLES & RESPONSIBILITIES

This document is based on the OWIT International Policies & Procedures Manual and provides guidance to support the work of the OWIT Executive Officers.

The following descriptions of the roles and responsibilities of the Officers reflect proposed focus areas for use by the Officers in setting their own priority actions, in accordance with overall objectives determined by the organization.

All Executive Officers are also members of the OWIT Board of Directors. Officers serve two-year terms, renewable for a maximum service of three (3) terms.

PRESIDENT

The President is responsible for providing leadership as the Chief Executive Officer of the organization. The President - will lead the organization in its establishment of goals, both present and future. The President should strive to identify and develop the talents of individual board members. The President promotes the organization's interests to the members and the international trade and business community. The President is responsible for the general administration of the affairs to the organization and is responsible to the board of directors and to the members at large.

Overall Responsibilities:

- With the assistance of the Vice President –President Elect (EVP), set board goals and direction.
- Guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Call and preside over Executive Committee meetings as required.
- Call and preside over monthly or bi-monthly conference calls involving full board.
- The President is empowered to solicit and accept board member votes outside of regularly scheduled board meetings.
- Develop and distribute agenda for board meetings. Items to be added to an agenda must be submitted to the President prior to the distribution of the agenda. The President has authority to set deadlines for agenda submissions and to refuse submissions not received in a timely manner.
- Train EVP to take over role as President in following term.
- Represent the organization in the international trade and business community.



- Appoint chairpersons of committees in consultation with other Board members.
- **LAKE PRESIDENT** Attends at least once a year the International Board meeting, which is held every month at 6 PM Geneva time and makes sure to write up the meeting minutes and share with the wider audience immediately
- Submit for approval to Nominating & Personnel Committee any changes to the Board slate during a term which could result from a Board member not being able to fulfill their duties or deemed to be under-performing.
- Responsible for all official correspondence. Copies of all official correspondence must be forwarded to the General Counsel (who acts as Secretary regarding document repository issues).
- Evaluate annually the performance and recommend actions for the organization in achieving its mission.
- Set example in terms of responsiveness to email and other inquiries.
- Perform other duties as the circumstances dictate and as required by the bylaws.
- Assist and guide the Treasurer in development of an annual budget based on the priorities and goals of the organization. Monitor financial planning and financial reports.
- Prepare year-end report on the state of the organization for presentation

IMMEDIATE PAST PRESIDENT

The Immediate Past President provides support and guidance to the Office of the President, ensuring smooth transition in leadership, and serves as ex-officio member of the Executive Committee (as well as Chair of the Advisory Committee).

Overall Responsibilities:

- Work with President and Vice President-President Elect to develop goals for the organization and serves an advisory role.



EXECUTIVE VICE PRESIDENT – PRESIDENT ELECT

The Executive Vice President – President Elect assists the Office of the President and is responsible for performing the duties of the President in her absence.

Overall Responsibilities:

- President-Elect. Must commit to serving as President in following term.
- Assist and cooperate with President in all her functions as requested. EVP must develop consensus with President prior to acting.
- Serve in the absence of the President.
- Perform other duties as circumstances dictate and as required by the bylaws.
- Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.
- Expected to assume office of the president, if she properly carries out her functions as EVP. Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.
- Organize slate of board candidates for nominating & personnel committee.
- Attends at least once a year the International Board meeting, which is held every month at 6 PM Geneva time and makes sure to write up the meeting minutes and share with the wider audience immediately.

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TREASURER

The Office of the Treasurer serves as custodial of all organization funds and financial records. The Treasurer receives and disburses funds on behalf of OWIT. The Office of the Treasurer is responsible for compliance with local tax and financial reporting rules and regulations. The Office of the Treasurer is responsible for the preparation of the annual operating budget.

Overall Responsibilities:

- Maintain all financial records in conjunction with OWIT Bookkeeper, in accordance with generally accepted accounting principles.
- Regularly report to board on key financial events, trends, concerns, and assessment of fiscal health of the organization.
- Maintain checking and/or savings account as directed by the board.
- Work with General Counsel to prepare and file income tax returns if required and/or work with a professional who may be appointed by the board for this purpose.
- Recommend improvements/alternatives in methods of managing OWIT funds.
- Ensure all banking transactions are performed and invoices paid in a timely manner
- Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.
- Responsible alongside VP Conference that host chapter conference budget submitted is sound in assumptions, and projections to ensure conference is profitable for OWIT. Responsible for approving final budget ahead of Conference execution. Work to ensure special payables requirements are met for annual conference. Follow up with and review conference surplus revenue sharing with host chapter and ensure proper reports are received (work with General Counsel).
- Recommend to the board whether the organization should have an audit.
- Reimburse board members for expenses upon submission of receipts.
- Exhibit the financial records of the organization to any member of the board upon request.
- Prepare annual budget to include projected budgets from committee chairs.
- Prepare semi-annual budget reports for board meetings. Budget reports should be provided to each board member and the original deposited with the secretary for the corporate books.
- Keep President advised of financial strengths and weaknesses on a regular basis. Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.
- Attends at least once a year the International Board meeting, which is held every month at 6 PM Geneva time and makes sure to write up the meeting minutes and share with the wider audience immediately.

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VICE PRESIDENT, PARTNERSHIP

The Vice Presidents, Partnership proposes new partnerships to the organization, and maintains quality partnerships throughout the year.

Key Responsibilities:

- Identify proposed partnerships. Identify what each organization brings to the table.
- Decide how to form partnership
- Propose partnership to OWIT Board.
- Once approved, ensure partnership is visible on OWIT website (and partners website)
- Add partner to excel list in dropbox.
- Ensure partner is routinely communicated with and partnership agreements are being met.
- Propose partners for OWIT Conference.
- Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.
- Attends at least once a year the International Board meeting, which is held every month at 6 PM Geneva time and makes sure to write up the meeting minutes and share with the wider audience immediately.

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VICE PRESIDENT, MARCOM

The VP Marcom works to brand the organization, leveraging social media and other available technology. They are responsible for internal communications with the organization and for external (public relations) communications, advertising the events in a timely manner and working hand in hand with VP for Events.

Key Responsibilities:

- Ensure production of a OWIT monthly newsletter
- Prepare press releases to highlight OWIT activities and accomplishments; serve as primary contact for the media.
- Formulate and lead the execution of an annual marketing and communications plan to builds brand awareness of the OWIT brand.
- Work with VP, Events to strengthen the marketing and communications operations of chapters and include Chapter accomplishments in OWIT Newsletter.
- Work with VP, Partnerships to strengthen the marketing and with Partners and include Partner accomplishments and updates in OWIT Newsletter.
- Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.
- Advertised and send reminders for scheduled events in a timely manner
- Report to the board on the progress of the marketing plans during the bi-annual Board meetings.
- Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.
- Updates the web site accordingly with all necessary information and reviews content, revises and updates if needed

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VICE PRESIDENT, EVENTS

The Vice Presidents, Events leads the development and presentation of the OWIT events series and any future activities.

Key Responsibilities:

- Identify professional topics of interest to OWIT members
- Create pipeline of future events ranging up to 6 months
- Events shall be covering the focus area topics that have been identified
- Identify appropriate guest speakers and venues
- Make sure that events are profitable or equal the cost invested, therefore works closely with the Treasurer to analyze costs
- Organize the Annual General Meeting each year in Feb
- Suggest and propose to the board different type of events such as Annual Summer Reception/ Gala dinner and organizes the same
- Work closely with VP Marcom to provide all necessary information so events can be advertised in a timely manner
- Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.
- Attends at least once a year the International Board meeting, which is held every month at 6 PM Geneva time and makes sure to write up the meeting minutes and share with the wider audience immediately.

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VICE PRESIDENT, MEMBERSHIP

The Vice President, Membership, works to identify new members, retain existing members and develops and in

Key Responsibilities:

- Serve as primary contact for new member inquiries. Respond promptly to such inquiries, maintain contact, providing encouragement toward strong candidates for membership.
- Oversee new membership process from start to end and recommend to the board improvements.
- Develop and maintain documents to support membership, like developing welcome email, providing useful links, encouraging new members to sign up on International OWIT web site.
- Formulates an annual membership development plan and reports to the board during its Spring and Fall Annual meetings.
- Work closely with VP Marcom and VP for Events to make sure that new members do receive the latest updates, newsletters and events information
- Monitor the participation of members to events. Depending on the outcome, reaches out pro-actively to members
- Create campaigns to encourage membership sign up
- For any membership leavers, reaches out to the member to understand the reason
- Collect feedback from members from any events and does analysis, accordingly suggests event topics to the VP for Events and the board
- Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.
- Provides reports (minimum quarterly, or more frequent as requested by board) regarding status of developing members and inquiries.
- Report to the full Board on committee decisions/recommendations.
- Prepare a close out report which details the key facts and figures, progress, findings, and recommendations within the said areas of responsibility. Report to be submitted for the last Executive Committee meeting of the calendar year.
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(VICE PRESIDENT – DIGITAL)

The Vice President Information Technology (IT) works to provide strategic direction and support on technology and tools the organization should adopt to increase its overall effectiveness and inter- chapter connectivity.

Key Responsibilities:

- Work to support the smooth and efficient transition to and use of the website by the organization's members and officers.
- Work with VP For Marcom and VP Events, to maintain current and timely content on the OWIT website, particularly on OWIT events.
- Serve as the primary contact on work/projects to be implemented for the development and review of all back-up and disaster recovery procedures and plans and testing of all changes to the website.
- Makes sure that web content is up to date and is clear, attractive to your audience
- Suggests to the board content that can be added
- Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.
- Attends at least once a year the International Board meeting, which is held every month at 6 PM Geneva time and makes sure to write up the meeting minutes and share with the wider audience immediately.

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(GENERAL COUNSEL)

The General Counsel oversees the legal aspects of the organization, providing legal counsel on all relevant issues, including the signing of legally binding contracts. The General Counsel is the custodian of the books and records of the organization, including the corporate seal, organization bylaws and procedures manual and is responsible for ensuring the proper maintenance of records of board votes and minutes.

Overall Responsibilities:

- Serve as Legal Counsel for the organization and its board.
- Maintain legal documents and direct secretary.
- Be familiar with legal documents (articles, trademark issues, by-laws, IRS letters, etc.) to note applicability during meetings.
- Responsible for clarification of the bylaws and procedures when called upon by the President and/or the board.
- Review and approve contracts.
- Affix the corporate seal and the signature of General Counsel on official documents, as required.
- Amend the policy and procedures manual as required.
- Act as resource for chapters on compliance with legal requirements of their jurisdiction and of OWIT International.
- Respond in a reasonable and timely manner to e-mail or other inquiries in relation to responsibilities.
- Chairs the Policy & Procedures Committee, amending the bylaws as directed by the board and recommends changes to the board. Spearheads review as appropriate.
- Work with hired administrative staff to maintain secretarial records as needed.
- Ensure checklist of legal requirements are performed on annual basis.

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