

Duties of WIMA Officers, October 2005

International President

The International President (IP) shall be the main representative of WIMA International. She must communicate with National Divisions whenever the need arises. The International President shall:

- I. promote WIMA outside the network and develop new National Divisions
- II. prepare the agenda for the National Presidents' Meetings
- III. chair National Presidents' Meetings
- IV. initiate special projects and actions as directed by the annual National Presidents' Meeting
- V. send out one or more progress reports during the year to the National Divisions
- VI. write articles for WIMA magazines as requested

International Vice- President

The duties of International Vice-President (VP) shall be to assist the President and, in the President's absence, to represent her. She shall:

- I. prepare the National Presidents' Meeting Agenda with the President and distribute it to the National Divisions at least one month before International Rally
- II. responsibility for the Minutes at the National Presidents' Meeting and for sending them to the National Presidents after the rally
- III. update the National Presidents' List and send it all National Presidents in cooperation with the President
- IV. organise and update the WIMA Hospitality List and send it out to all National Presidents

International Treasurer

The Treasurer shall collect annually all contributions from National Divisions to WIMA International. She shall acknowledge all affiliation fees paid by National Divisions with a written receipt.. She shall collect all other money due to WIMA International. She shall pay FEMA contributions and all other expenses approved by the ICP. She shall have charge of all monies belonging to WIMA International. She shall retain all monies in a WIMA International Bank Account and keep an itemised account of monies received, expenses and accumulated funds. She shall co-sign cheques with the National President or Treasurer of her own division. She shall advise the ICP and the International President on the level of contribution needed and availability of funds for administration and special projects. At the International Rally each year, she shall invite two National Presidents from other Divisions to check the books before the National Presidents' Meeting takes place. She shall present a financial statement at each meeting of the ICP. All books shall be open to inspection by all members at all times

International Website Manager

The Website Manager shall be responsible for maintaining the WIMAWORLD website. She shall liaise with the International President, National Presidents and national website managers regarding the website.

International Historian

The Historian shall be responsible for collection and storage of WIMA archives and memorabilia.

International Publicity Officer(s)

The duties of the Publicity Officer(s) are to assist the International President in promoting organisation, aims and objectives of WIMA International to other motorcycle bodies, the media and general publications. All forthcoming promotions shall be discussed with and approved by the International President.

International Merchandise Officer

The Merchandise Officer shall be responsible for storage and distribution of all WIMA International merchandise. The Merchandise Officer shall be responsible for ordering stock as directed by the ICP. She shall keep records of all stock received and distributed as well as all monies accepted. She will provide written receipts and forward monies directly to the Treasurer or into the appropriate bank account. At the National Presidents' Meeting she shall present a statement of stock sold and stock on hand.