



## WIMA – DUTIES of WIMA Officers

[www.wimaworld.com](http://www.wimaworld.com)

### International President

The International President (**IP**) shall be the main representative of **WIMA International**. She shall ensure that **WIMA International** continues to thrive as a cohesive organisation in which all National Divisions act in accordance with the aims and objectives of the International Constitution. The IP shall promote WIMA, carry out and protect its positive public image and she is responsible for WIMA growth internationally.

The IP shall:

1. promote WIMA outside the network and develop new National Divisions
2. communicate with National Divisions whenever the need arises
3. prepare the agenda for the annual National Presidents' Meeting(s)
4. present an International Presidents' Report at the National Presidents' Meeting
5. organise voting on running issues and provide voting issues memoranda
6. organise and chair the annual National Presidents' Meeting(s) at the International Rally
7. initiate special projects and actions as directed by the ICNP
8. send out one or more progress reports during the year to the National Divisions
9. write articles for WIMA magazines as requested.

### International Vice President

The duties of the International Vice-President (**VP**) shall be to assist the President and, in the President's absence, to represent her. The VP shall assure all WIMA Divisions are informed about international issues and she shall initiate international communication.

The VP shall:

1. prepare the National Presidents' Meeting Agenda with the President and distribute it to the National Divisions at least one month before the International Rally
2. distribute voting issues memoranda and proxy forms to all National Presidents at least two months before the International Rally
3. take responsibility for the Minutes at the National Presidents' Meeting and send them to all National Presidents after the Rally
4. update the National Presidents' List and send it all National Presidents in cooperation with the International President

5. organise and update the WIMA Hospitality List and send it out to all National Presidents
6. write articles for WIMA magazines in cooperation with the IP
7. help the IP promote WIMA internationally to find new Divisions.

### **International Treasurer**

The International Treasurer shall assure the finances of **WIMA International** are secure, accounted for and handled in accordance with all governing laws. The International Treasurer will be responsible for all monies belonging to **WIMA International** and she will be accountable for communicating the state of finances to the International President and International Council of National Presidents (ICNP).

She shall:

1. collect annually all contributions from National Divisions to **WIMA International**, acknowledge all affiliation fees paid by National Divisions with a written receipt and collect all other money due to **WIMA International**
2. pay FEMA contributions and all other expenses approved by the ICNP
3. retain all monies in a **WIMA International Bank Account** and keep an itemised account of monies received, expenses and accumulated funds
4. keep in touch with Publicity Officer and Merchandise Officer on expenses and income handling WIMA (publicity) material
5. co-sign cheques with the National President or Treasurer of her own division
6. advise the ICNP and the International President on the level of contribution needed and availability of funds for administration and special projects
7. invite two National Presidents from other Divisions to check the books at the National Presidents' Meeting (different NPs each year)
8. present a financial statement at the annual National Presidents' Meeting
9. keep all accounting books open to inspection by all members at all times.

### **International Website Manager**

The International Website Manager shall be responsible for maintaining the [www.wimaworld.com](http://www.wimaworld.com) website. She shall liaise with the International President, National Presidents and national website managers regarding the website. She shall promote WIMA over the web, show its positive image and

She shall:

1. keep the website updated with current news
2. provide interesting articles and information on international level
3. invite National Divisions to provide material in cooperation with the IP and VP
4. design and construct website upgrades and modifications as needed
5. organise links to related sites connected with motorcycling women
6. safeguard privacy of WIMA and its members by not publicising personal details or upcoming Rally details openly on the WIMA-web.

### **International Historian**

The International Historian shall be responsible for collection and storage of WIMA archives and memorabilia. She shall assure that they are stored in a way to document WIMA's history and organization for the future.

She shall:

1. maintain a catalogue of WIMA historic materials
2. keep materials in an orderly manner which enables easy access to information
3. preserve materials in appropriate archival systems to assure their longevity
4. store material on modern devices in cooperation with the IP and NPs
5. create and keep a historical presentation on CD-rom or USB-stick in cooperation with the IP and a Publicity Officer
6. prepare and maintain a list of the sorts of materials to be archived
7. report annually to the ICNP the state of the archives including a table of contents
8. invite all National Presidents and through them WIMA members to submit material for WIMA archives.

### **International Publicity Officer(s)**

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

She shall:

1. assist the International President in promoting the organisation, aims and objectives of **WIMA International** to other motorcycling bodies, the media and general publications
2. assist the IP in helping new Divisions to start up by providing them with some material
3. prepare all promotional materials
4. maintain a distribution list for promotional materials and press releases
5. give drafts of promotional material and programmes to the International President for review and approval.

### **International Merchandise Officer**

The International 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 ICNP. 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 International Treasurer

or into the appropriate bank account. At the National Presidents' Meeting she shall present a statement of stock sold and stock on hand.

She shall:

1. provide and update a list of WIMA merchandise (and prices) available by National Divisions
2. suggest new items suitable for WIMA merchandise and provide a list of prices
3. be responsible for ordering stock as directed by the ICNP
4. manage orders of **WIMA International** merchandise and ship to National Divisions
5. provide WIMA merchandise for sale at the International Rally in cooperation with the organising National Division hosting the Rally
6. keep records of all stock received and distributed as well as all monies accepted
7. provide written receipts to purchasers and forward monies directly to the appropriate Bank account in cooperation with the International Treasurer
8. present an annual statement of stock sold and stock on hand at the annual National Presidents' Meeting.