



International Association of Women in Radio and Television

Guiding Documents 2013

Approved in Casablanca, Morocco October 26th 2013

Governance.

The International Board is the organization's highest authority in the period between the Biennial Members Meeting.

The IAWRT Guiding documents gives clarification and understanding of the operating functions of IAWRT and the responsibilities of the Board, the Chapters and members in accordance with article 7 in the IAWRT Statutes. The guidelines must be approved by majority vote at the Members Meeting but are open for amendments by the Board in the period between the conferences, thus ensuring a balance between flexibility and democratic control.

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1. MEMBERSHIP

Membership eligibility and classification criteria shall be followed in accordance with Article 4 of the IAWRT Statutes.

2. NOMINATING COMMITTEE

The Nominating Committee (Standing Committee) shall solicit nominations for positions on the board by post or email no later than 3 months prior to the biennial meeting. From the names received and the recommendations by the Nominating Committee, a slate of candidates for election to the Board shall be proposed by the Nominating Committee. The committee's proposal for a new board should be based on the board as a group, with members who *together* represent a diversity of geographical regions, age and media experience. The proposal will be sent to the members prior to the biennial meeting by post or email. Additional nominations may be made and must be seconded from the floor during the biennial membership meeting. Other nominations sent by mail and not on the Nomination Committee list may also be presented at the membership meeting.

Any member who has been an active dues-paying member for no less than 2 years, is eligible to serve on the Board.

A. Procedure

The slate of nominees to the Board and the nominations received through the post or e-mail or from the floor of the members meeting shall be presented by the Nominating Committee at the membership meeting, together with a list of outgoing Board members. Two tellers shall be elected by the membership prior to the voting procedure. Candidates nominated shall introduce themselves.

B. Voting

President, Vice President, Secretary and Treasurer shall be voted upon, one by one in this order. Any additional names nominated and seconded from the floor shall be added to the candidate ballots. Three members-at-large shall be voted upon together as board members. Where there is more than one candidate for a position, voting shall be by written ballot. In the event of a tie, a second vote by written ballot shall be taken. The elected Board may appoint two co-opted members to the board. Majority votes rule.

A Nominating Committee for the next biennial election shall be elected at the members meeting following the naming of the newly elected board. The new Nominating Committee shall elect its own chair.

3. VOTING RIGHTS

All members whose dues are paid for the current year shall have the right to vote in all elections. Membership applications received during conferences and prior to the membership meeting shall be reviewed for approval. Upon approval, all new members shall be granted the right to vote.

Voting privilege at biennial conferences is not granted to absentee members by proxy or by absentee ballot.

4. DUES

The amount of membership dues shall be determined by the Board. Dues may be paid by money transfer, internet, credit card, cash or personal check. Dues are not payable by instalment. Members living in countries participating in the decentralized program shall remit dues to the assigned Board member, who will report all receipts to the Treasurer. Membership shall be held in the name of the individual and is not transferable.

5. BOARD RESPONSIBILITIES

A. Duties of the Board

- i. Attend all board meetings, unless excused. Board members missing two consecutively scheduled board meetings without cause may be asked to tender her resignation unless under exceptional circumstances. A replacement shall be appointed by the Board to complete the term
- ii. Serve as the elected officials on behalf of the membership, working within the Statutes and the Policies and the Procedures of the organization
- iii. Oversee operations, and all programmes and services delivered and undertaken by IAWRT
- iv. Identify, select and approve venue, date, and theme of the biennial conferences and awards. Approve the budget and the location of the regional meetings.
- v. Review, monitor and approve all financial transactions and the annual budget.
- vi. In consultation with the Board, the President may appoint any board member / member to a Standing or Ad Hoc Committee.
- vii. Advise the President on all matters pertaining to appointments to committees, programmes, and activities and any actions to be taken for the good of the organization.
- viii. Within 30 days following the conclusion of a term on the board, all records pertaining to the board participation shall be sent to IAWRT headquarters.
- ix. Will maintain confidentiality in all matters. Will divulge information with the consent of a majority of the board members
- x. The Executive Board consists of the President, Vice President, Treasurer, Secretary.

B. Duties of the President

The President is the Chief Executive Officer of IAWRT. The President's duties include, but are not limited to:

- i. Preside over all Board meetings, the Biennial Meeting and the Executive Board.
- ii. Oversee administration of the organization, programmes, services and the activities of the board members as designated

- iii. Appoint all committee chairs, standing committees, ad hoc committees (with the exception of the Nominating Committee) with the advice of the board. Committee members may be appointed from the Board or the members.
- iv. Serve as the consensus building leader of the Board with the goal of developing growth management of IAWRT.
- v. Oversee a sound and practical financial policy.
- vi. Report regularly to the members about activities of the President and the Board.
- vii. Submit an annual report by the end of the year to the Board for approval, to be published in the next issue of the newsletter and on the IAWRT website. The report shall be presented to the members at the next biennial conference.
- viii. Write opening letter for the newsletter.
- ix. Oversee the website and all relevant communications.
- x. Propose and discuss new initiatives with board members and to set new road map for IAWRT.
- xi. Keep in close running contact with the Secretariat to ensure a two-way information flow. Ensure that the Secretariat is informed of all Board Decisions and welcomes input and feedback of how these decisions impact or affect the workings of the Secretariat.

C. Duties of the Vice President

The Vice President is the Deputy Chief Executive Officer of IAWRT. The duties of the Vice President include, but are not limited to:

- i. Preside over all meetings in the absence of the President.
- ii. Assist the President in selecting committee chairs and committee members.
- iii. Work closely with Awards Chair to develop entries, select judges, and plan the Awards Ceremony.
- iv. Perform any additional duties as assigned by the President

D. Duties of the Treasurer

The Treasurer is the primary Financial Officer of the IAWRT and serves on the Executive Board. The Treasurer's duties include:

- i. Responsible for monitoring all financial activity of the organization, and present a Quarterly Income and Expenditure report to the board.
- ii. Control and check all dues and other funds kept by the Secretariat.
- iii. Authorize disbursements of funds by the Secretariat with proper authorization and substantiating receipts and financial documentation.

- iv. Prepare and present a financial statement to the Board quarterly, half yearly, and yearly and to the members at the Biennial Membership Meeting. Prepare and present financial statements to funders as per their requirements, all with assistance from the Finance officer at the Secretariat.
- v. Chair or serve on the Fund-Raising Committee to develop funds and resources for the organization with assistance from the Secretariat.
- vi. Assist all board members in generating more self sustainable funds.
- vii. Careful when handling monies, checks, and all other funds from the Organization.
- viii. Ensure organization funds are fully secured and accounted for.

E. Duties of the Secretary

The Secretary's serves on the Executive Board. The duties include, but are not limited to:

- i. Record and maintain all minutes, records, files pertaining to the business of IAWRT, including Executive Committee minutes, Board minutes, and biennial and regional member meetings with the assistance from the Secretariat. Coordinate with the Secretariat to ensure these are then uploaded to the member's area of the website.
- ii. Prepare and distribute board minutes to the Board and the Secretariat.
- iii. Assume administrative and correspondence duties as assigned by the President.
- iv. In coordination with the President and the Secretariat, edit the IAWRT newsletter and email bulletins and share pertinent copy to the webpage.
- v. Liaise with the Secretariat and ensure that the membership list is updated and available on the website.
- vi. Coordinate board meetings that do not involve the Secretariat, and notify the Secretariat of the date for board meetings.

6. FUNCTIONS AND TERMS OF REFERENCE OF THE SECRETARIAT

A. Aim

To provide Secretariat services to the International Association of Women in Radio and Television (IAWRT) with efficiency, reliability and assurance that all facets of its administrative requirements, work programmes and activities are full and gainfully achieved.

Roles and Responsibilities of the Secretariat:

- i. The Secretariat answers to the international Board for all its functions, and activities, and budgetary matters.
- ii. The structures and functions of the Secretariat is determined by the International Board; The Secretariat's budget is appropriated and overseen by the International Board.
- iii. The Secretariat's performance will be formally evaluated and assessed by the International Board as a basis for the provision of the Secretariat's service.
- iv. The Secretariat will undertake the day-to-day administration of IAWRT.
- v. The Secretariat will implement programmes and major activities put forth by the International Board.
- vi. The Secretariat will prepare and provide relevant information for decision-making process by the Board as required. Information should be sent to the board a week in advance of the board meetings.
- vii. The Secretariat will appoint personnel as and when required with the permission and approval of the Board.
- viii. The Secretariat shall author the Terms of Reference for new hire to staff the Secretariat and advertise such post after the TOR is approved by the Board.
- ix. The Secretariat shall not hire any family members or any relations thereof to the staff of the Secretariat.

B. Principal Functions of the Secretariat

Under the direction of the IAWRT Board, the Secretariat will undertake a range of tasks, including:

- i. Carry out the day-to-day work of IAWRT including receiving, copying, writing and distributing correspondences, reports and relevant information to appropriate members and partners. Keep orderly files of all this.
- ii. Organize meetings and events for the IAWRT Board, Officers and Members, sending out notices, agendas and relevant information, and other logistical requirements such as venue, accommodation, equipment, supplies and materials as requested by the Board.
- iii. Keep all records of: minutes, meetings, resolutions, agreements, significant decisions, incorporation papers, bank accounts and other legal documents; in cooperation with the elected secretary and the elected treasurer. The secretary sends the minutes to the Secretariat.

- iv. Draw up Annual Reports, including Audited Financial Reports for presentation to the Board and Membership during Biennial Conferences as well as submissions to concerned funders.
- v. Prepare and provide Monthly Income and Expenditure reports to the Treasurer as well as Quarterly Income and Expenditure reports to the Board.
- vi. Prepare budgets and proper accounting/audit reports of Income and Disbursements twice a year, as required by the major funder– FOKUS.
- vii. Keep and maintain membership records and accounts and issue membership cards.
- viii. Conduct and call for project bids to members on the implementation of IAWRT projects and regular activities.
- ix. Provide regular updates to the Board and summaries of concerns and recommendations that will facilitate making decisions.

C. Information and Communication

- i. Establish the most effective communication arrangements and appropriate means of information-sharing for the organization and ensure that information is properly disseminated in a timely fashion, i.e., through websites, online forums, newsletters and other publication series, useful tools, links and resources.
- ii. Manage the IAWRT website in cooperation with the secretary/ chosen board member and coordinate with the Chapters the set-up and contents, including updates and relevant information for their respective pages.
- iii. Ensure that IAWRT recommendations and activities are conveyed to relevant global and regional organizations and institutions.
- iv. Promote the activities of IAWRT through the media, partner organizations, and other stakeholders at the national, regional and global levels for regular updating of data and information by electronic means and the dissemination of successful stories. Liaise with the Board and/or its officers on media and other communications opportunities.

D. Programme Implementation

- i. Facilitate the implementation of programs and activities of IAWRT in coordination with its partners organizations and members at all levels;
- ii. Monitor the required outputs and deliverables of all programs based on schedule and ensure that costs are within the program budget;
- iii. Ensure multi-stakeholder participation at all levels with a maximum of sectoral representation.

E. Proposal Development and Fundraising

- i. Research a wide range of available resources for funding and advise the Board and stakeholders on requirements for project proposals;

- ii. After decisions by the IAWRT Board on projects and possible funders, the Secretariat will follow up the development of project proposals and fundraising activities to support the financial requirements of programs and activities.

F. Networking and Advocacy

- i. Maintain and enhance the IAWRT network at all levels;
- ii. Identify relevant and available expertise within IAWRT and partners including national and local chapters;
- iii. Provide an inventory of members' profiles, programs and expertise for advocacy on various relevant issues and exchange of technical assistance.
- iv. Recruit new members in cooperation with chapters and single members in countries without chapters.
- v.

7. PROCEDURES FOR ESTABLISHING IAWRT CHAPTERS

- A. In countries or regions with a minimum of 7 members, Chapters can be established in compliance with article 9 in the IAWRT statutes.
 - i. All Chapters must meet the requirements for eligibility as described in the IAWRT Statutes and Guiding documents.

General member's meeting must be held annually. Election to the Chapter board will be held bi-annually at the General meeting. The board members should be elected for a 2 year term, and may not serve more than maximum three 2-years terms. Any member of the Board, who after her term is elected Chapter Head, may serve up to two 2-year terms as Chapter Head. The Chapter Head cannot be re-elected in another Board position directly after having served as Chapter Head. All members of the board must be dues paying members during their entire terms of office.
 - ii. Upon formation the Chapter must write and approve their own Statutes which must be in line with the IAWRT Statutes. (sample of Chapter Statutes attached.)
 - iii. The Chapter must be registered according to the requirements for Nongovernmental Organizations in their respective countries.
 - iv. Chapters should recruit new members. The Chapter Board must endorse the application and forward it to the IAWRT Secretariat and the Secretary in the IAWRT International Board for final approval by the International Board.
 - v. Each Chapter may schedule meetings, programs and activities and inform the IAWRT International Board and the Secretariat accordingly.
 - vi. Chapter requests for funds to be used for planned activities, such as regional meetings, shall be reviewed and approved by the IAWRT International Board. The disbursement of such funds is solely within the discretion of the IAWRT International Board. Chapters are encouraged to seek

local funding sources for country or regional activities. All funds, regardless of source, must be reported to the Treasurer in the IAWRT International Board, and audited as required.

- vii. Each Chapter's revenue-generating activities or programs must be consistent with the IAWRT Guidelines and Statutes and not contrary to the general goals and interests of the organization.
- viii. The Chapter name must reflect IAWRT and the country or region.
- ix. All Chapters shall submit an annual financial report and a biennial activities report to the President of IAWRT no later than 31st December each year.
- x. Out of membership subscription, each chapter shall remit to the Treasurer of IAWRT International an annual chapter fee. The amount should be decided by the members meeting at the Biennial Conference. Dues and other funds held at the Chapter level, must be reported to the Treasurer of the IAWRT Board annually. Reports and audits shall be furnished no later than 31 December annually or on demand.
- xi. Chapter status may be revoked by the Board for conduct inconsistent with the IAWRT Statutes, the Guiding documents and actions prejudicial to the good order of the organization.
- xii. Upon the dissolution of a Chapter, all funds at hand shall be accounted for and remitted to the Treasury of the IAWRT.
- xiii. The IAWRT International Board may amend this document by majority vote. The amendments must be approved by the next Members meeting.

8. ADVOCACY AND RESOLUTIONS.

A. Advocacy Actions

Members may not take public positions or advocacy roles in the name of IAWRT unless authorized by the Board. Members may not take local advocacy roles in the name of IAWRT except when authorized by the Board. The Board may appoint an Advocacy Action Committee to review and recommend appropriate action.

B. Resolutions

Members may submit resolutions in writing to the IAWRT Board for consideration not later than 2 days prior to the biennial board meeting. Resolutions must be approved by the IAWRT Board for presentation at the members meeting for adoption by majority vote. The Board may appoint a Resolution Committee to review and recommend the disposition of submitted resolutions.

PROPOSED ORGANISATIONAL STRUCTURE

