



## Duties & Responsibilities of the BOARD DIRECTOR

Whilst serving as Board Director the Board Director must NOT hold any other elected or appointed IW office. They do not represent their country of residence.

### Protocol relating to Board Director

A Board Director acts on behalf of IIW as and when required and must not hold any official role in her own country during that time.

The National Representative or District Chairman communicates with IIW. At functions and social events the National Representative, the District Chairman or the President of the National Governing Body takes precedence over all other attendees, including Board Directors.

If a Board Director is invited to be chief guest that is an honour but it is not her right to expect or demand to be given special treatment. This is also true for Past Board Directors.

The content of any speech about IIW, its processes and procedures intended to be made by a Board Director or Past Board Director MUST BE preapproved by the current Vice President of IIW.

### Administration:

1. **Board Directors are elected members of Governing Body of International Inner Wheel and must not be involved in Inner wheel matters within their own country. It is essential to remain impartial and not be involved in 'local' matters; neither should they expect to be invited as a guest to functions and events.** Board Directors may be invited to attend functions in their own countries as a guest but need to be impartial in giving advice as to the country's internal affairs. Board Directors should promote the ideals of IW in their own and other countries. All Board Directors are responsible for promoting the growth and objects of International Inner Wheel.
2. **It is essential to be fluent in the Official language, i.e. must be able to read, speak and understand the English language.**
3. **Have a thorough knowledge of the International Inner Wheel Constitution and Handbook.**
4. **Must support all decisions taken by the Governing Body relating to Inner Wheel internationally.** Must present a united front with other members of the International Governing Body once a decision has been made after discussion at a Governing Body meeting. At conventions proposals put forward by the Board must be supported **as agreed by the Governing Body.**
5. Board Directors cannot travel in an 'official capacity'. It is courteous to check with Headquarters re: the itinerary of the President **first.**
6. Board Directors are permitted to visit countries, at their own expense. These visits are often valued and welcomed by IW clubs. As a courtesy Board Directors should check first with headquarters that their visit does not clash with a visit by the President.
7. To review major tasks to be accomplished by Governing Body for that year in consultation with the Executive Committee.



8. To work with the Vice President on communication with and reporting the activities of the Non Districted Clubs as required by the VP. To communicate with some countries with Districts but without a National Representative, as required by the Vice President.
9. To work with the Vice President on providing reports to enable the UN Representatives to disseminate information about the projects and charitable work undertaken by the Inner Wheel Clubs worldwide. This will require a quarterly report sent to the Vice President about the geographical region allocated to the Board Director.
10. Under instruction from the IIW Executive form small workshop groups to work upon particular projects as required by the IIW Executive and report in writing and/or in person at the Governing Body meeting.
11. **No correspondence except that to Non-districted Clubs in their supervision to be sent to member countries without prior approval from Executive Committee.**
12. To review annual reports from all National Representatives. These will be sent by Headquarters and must be brought with you to Governing Body Meeting.
13. **A Board Director is elected to hold office at International Inner Wheel only and must not serve in any other Inner Wheel capacity concurrently.**
14. All Board Directors are to be kept informed of any important matters that may arise throughout the year, and to receive information circulated from Headquarters.
15. Decisions taken at the Governing Body Meeting are to be final.
16. At a Convention, all Board Directors **must** vote according to Governing Body decision. No Board Director may abstain.
17. Forward any suggestions to change the Constitution to Executive Committee.
18. To attend annual Governing Body Meeting and Triennial Convention.
19. Review the duties of Board Director and forward any suggestions to Headquarters before 15<sup>th</sup> January.
20. Board Directors should be conversant with computers, the internet and social media.