

## Duties & Responsibilities

of the

### **NATIONAL REPRESENTATIVE**

**Whilst serving as National Representative the National Representative must NOT hold any other elected or appointed IW office, except where the role is combined with that of National President.**

- 1. It is essential to be fluent in the Official language, i.e. must be able to read, speak and understand the English language.**
2. The National Representative or Deputy should endeavour to attend one District meeting per year for each District in a country with no National Body, in order to approve the Minutes. In a country with **no** National Governing Body, the National Representative is **not** an elected member of the District Executive Committee and she plays **no** part in the running of the District.
- 3. Translate or have translated into English complete National Governing Body Minutes [or District Minutes if your country has no National Body] and send copies to International Inner Wheel Headquarters. These Minutes must be forwarded to Headquarters within 6 weeks of any Meeting.**
4. Translate IIW Governing Body Minutes and any other relevant information into national language and send to each Club and each District Secretary (each Club and each District will receive the Governing Body Minutes in English).
- 5. Information** sent from Headquarters, e.g. Executive Committee Minutes should be summarised in her own words and **passed to all members within her country. It is essential to ensure that Association/National Council Bodies are kept informed of all the information received from International Inner Wheel.**
6. Must notify the International Inner Wheel Administrator of any item they wish to be considered for inclusion on the agenda for Governing Body Meeting not later than **30 days** before Governing Body Meeting. (The dates of the meeting are listed in the front of the IIW Directory)
7. Reports:  
All National Representatives shall submit one Report to I.I.W Headquarters. The report is to be a general survey of work undertaken by Members, covering activities and projects implementing the Presidential Theme and relating to the UN Committees on which Inner Wheel is represented (Rights of the

Child, Family, Status of Women, Ageing, Narcotic Drugs and Happier Futures Social Project).

The Report must give as a front page the following information:

- A. Country.....
  - Number of Districts.....
  - Number of Clubs.....
  - Number of Members.....
- B. Extension: New Clubs Formed.....
  - Clubs Disbanded:.....
- C. Approximate amount raised in £GBP by all the charitable endeavours of the IW membership for the year, number of approximate beneficiaries. Conversion rates found can be found on a variety of sites on the internet.

This report (22 copies by post, alternatively e-mailed ) must be sent to IIW Headquarters not later than 31 May annually and must not exceed 500 words in total. (These Reports are circulated to Members of the Governing Body).

8. National Representative **must** ensure that the names of the members of her incoming National Governing Body, National Representative and her elected Deputy for the coming year are entered by the National Representative on to the database not later than **30 April** each year, and
9. **Must check with all District Secretaries to confirm that all necessary updates on to the database have been completed by the due date. Failure to comply with the above means that Clubs are not entered into the International Inner Wheel Directory and will not receive any Voting papers.**
10. International Inner Wheel Directory:  
**Check the entries for your country in the International Inner Wheel Directory immediately upon receipt for accuracy and omissions. Ensure corrections and omissions are rectified immediately by filling in the database. It is from this information that mailing labels are produced and e-mail messages are sent.**
11. Sign Charters and pass these on to the District concerned. District Chairman may sign below National Representative.
12. When invited to a Charter Presentation, National Representative must bring greetings from President of International Inner Wheel.

13. National Representative must be responsible for the care of International Inner Wheel President and for all her arrangements connected with the visit to her country. National Representative should be aware that, when the International Inner Wheel President is invited to visit a country, all her accommodation and travel **must** be paid for by that country from the agreed point of entry until her departure.
14. If planning a visit by IIW President, any Club, District, National Governing Body **must** apply to Headquarters for the Guidelines which are available. The guidelines are to be strictly followed.
15. Margarette Golding Award:  
National Representative will sign and submit all applications from her country for the above Award to Headquarters, to be received **14 days** before an Executive Committee Meeting (the dates are listed in the International Inner Wheel Directory).
16. **National Representative must keep her Deputy fully informed.**
17. Internet:  
**All Web-sites MUST link to the IIW Web-site. It is the responsibility of the National Representative to check the accuracy regularly of all information from her Country on Inner Wheel home pages or similar as created by Internet users.**

### **News**

#### **“TECHNICAL INFORMATION RELATING TO SUBMISSION OF ARTICLES**

Technical Information, it will be most helpful if you could follow our publication instructions as we have been receiving a variety of formats both in text & pictures as well as incomplete information about the material to be published.

**Format of material to be sent to IIW Editor/Media Manager and IIW Administrator:**

**Text: Word Document: .doc or .docx format, preferably .docx**

**Pictures: In high resolution .jpg format**

**Please send pictures featuring the recipients in a project as well as members of the club. The focus is on the project not just the members. Action pictures with groups of children performing activities, would be recommended, for instance for Happier Futures articles.**

**•PLEASE DO NOT INCLUDE PICTURES WITHIN THE TEXT. If you do so, you need to send the pictures separately in order for us to be able to use them in the publication.**

**Text Content:**

**Human Element stories:**

**-Please bear in mind when sending your write-ups that our publishing parameters do not allow for exceedingly long text.**

**-Club or District information: year of formation, number of members, location/City, Club or Chairman's name, and other pertinent information that might be useful to include in the write-up.**

**-Topic and information about the project, its beneficiaries, and the public it serves.**

**-Project Continuity: Please indicate if this is a newly adopted project or if it is an ongoing project, if so, how many years...**

**-If and when possible, we would like to feature human element stories illustrating all the wonderful projects being implemented around the world. Please share with us your insights and any special information. You can also include information about challenges you might be facing, achievements, membership and its extension.**

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