



IWCM Board Description

The **International Women's Club of Moldova (IWCM)** is a non-governmental, non-political, non-profit public association empowering women.

Its main goals are: connecting expat and local women; helping expat women stay connected to the community and be on track with their careers; raising funds for charitable projects, which benefit Moldovan women and children.

In order to aim these goals, the IWCM elects every year the **IWCR Board**.

The IWCM Board is composed of **11 (eleven) members** (two co-Chairs of the Board and nine members) elected by the Members' General Assembly.

Any member of the IWCM is eligible for each position in the Board and serve on a volunteer basis.

The Board takes the executive decisions in the club and represents the interests of members during the current season (from September 1st of each year until June 31st of the following year). Generally the IWCM Board meets monthly to plan activities, discuss club needs, brainstorm new ideas, receives updates from the Grants Committee, Activities Coordinator and Membership Coordinator. The Board makes sure about the club administration like contracts and finances. Apart from the regular tasks, the Board organizes well-known fund-raising events like the *International Christmas Bazaar* and the *Night of the Arts*; and charitable activities like the *Angel tree project*.

The working language of the Board is **English**.

Description of the IWCM board positions

1. **International Co-President** (expat)

and

2. **Local Co-President:** Both ones are the spokesperson and represents the Club in the international community and in the local one. They participate, coordinate and manage the members' monthly meetings, preside the Board meetings, and participate and represent the Club in various charity and social events. They make decisions on any issue related to the Club's activity (except for those ones are a matter of other authorities). They organize and direct the current activity of the Club and ensure the implementation of decisions adopted by the Board. They have the personal responsibility for the Club's activities and are responsible for its immovable and circulating values.



Each Co-President holds one vote on the Board.

Furthermore, the **Local Co-President**: represents the Club in the courts, in relations with public authorities and other individuals and legal entities; manages the Club's funds, concludes transactions and signs agreements and other financial documents; can carry out banking operations, approved by the Board or Members' General Assembly; suggests staff to be hired and dismissed; suggests how to distribute the collected donations and participate in the distribution of humanitarian and other aid; keep contacts with the public authorities; determines the Club working forms and methods, ensuring integrity and rational use of the Club's property.

3. **International Vice-President & Grants Committee Chair**: chairs the Grants Committee and other committees on special subjects as designated by the Board; undertakes the International Co-President's responsibilities when necessary: applies special knowledge, experience or skills to make departments run smoothly and in tandem with other parts of the IWCM. As a Grants Committee Chair, the Vice-President organizes and executes the annual IWCM Grants Cycle which lasts from October to May. During each Grants Cycle the IWCM usually organizes two major fund-raising events: The International Charity Bazaar and the Night of Arts. The proceeds from all fund raising events are distributed during the Grants Cycle based on the recommendations of the Grants Committee. The Grants Committee Chair provides leadership to the committee which should include minimum five volunteers from the club's membership.

The International Vice-President & Grants Committee Chair holds one vote on the Board.

4. **Local Vice-President & Fundraiser Chair**: provides assistance to the Board in identifying donor resources, raising funds and writing proposals for long-term organizational sustainability; reports to the Board about potential sponsors and develops strategies for fund-raising.

The Local Vice-President & Fundraiser Chair holds one vote on the Board.

5. **Secretary**: conducts secretarial work; registers inquiries and requests submitted to the club; arranges the monthly board meetings (place, time, attendance); prepares agenda and minutes of the members' monthly meetings and Board meetings; is in charge for the internal board communication; maintains correspondence with government authorities, organizations and institutions.

The Secretary holds one vote on the Board.

6. **Diplomatic Liaison (expat)**: keeps the diplomatic community informed about IWCM's activities and represents their concerns to the Board; handles the written and verbal communication with the diplomatic community, particularly in preparation for the International Charity Bazaar.



The Diplomatic Liaison holds one vote on the Board.

- 7. Membership & Hospitality Coordinator:** records attendance at the members' monthly meetings and provides members and guests with name tags and registration forms; provides the Board with important information about the changes in the number of members. As Hospitality Coordinator makes new members feel welcome by introducing them to Board and club's members at the meetings, contacts them personally, provides information to newcomers (guidebooks and club's web address), shows newcomers the activities sign-up sheets and answers questions.

The Membership & Hospitality Coordinator holds one vote on the Board.

- 8. Activities Coordinator:** provides support through assessment, planning, monitoring and ensuring smooth operation of club's activities; collaborates with the Board and members alike to find the types of activities most desired and possible. Moreover, the Activities Coordinator shall recommend new ideas as well as be open to suggestions, having freedom to choose among the different fields of activities, such as: arts, crafts, tours, skills, sports, culinary, etc. These can be chosen based on members' inclinations and/ or personal interests. The Activities Coordinator serves as a catalyst; bringing together talented members who can contribute their talent as well as interested members. Ideally, the Activities Coordinator attends the activities of the club whenever possible. She also encourages members and non-members alike to get involved in different ways; some to attend and others to instruct.

The Activities Coordinator holds one vote on the Board.

- 9. Social Media Coordinator:** manages the IWCM's Facebook Page, the members' closed Facebook Group, and the IWCM website and updates them with the club's activities, events and news; works closely with the other Board members; makes graphic designs for social media posts, club's events and activities, and other communications.

The Social Media Coordinator holds one vote on the Board.

- 10. Treasurer:** is generally charged with overseeing the management and reporting of the club's finances maintaining financial integrity; reviews internally prepared financial reports and presents them to the Board. These reports can range from simple "dashboard" to more detailed information. The treasurer also evaluates financial policies and procedures as well as oversees outside bookkeepers, tax prepares and fundraisers. The treasurer should present the budget for board approval, being realistic about both revenues and expenses. The treasurer also should review current reports frequently for variances between actual and budgeted figures and determine the reasons for those discrepancies.

The Treasurer holds one vote on the Board.



11. **Charity events Coordinator:** organizes the charity events from start to finish with the help of a team; ensures the timeline and adherence to the project plan of the each charity event; acts as the point of contact and communicates the status of each event to all stakeholders; creates and maintains comprehensive event documentation, plans all the components of the event, establishes event procedures, develops, trains and oversees the work of the team members.

The Charity events Coordinator holds one vote on the Board.