



International Women's Club of Moldova (IWCM)

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GENERAL RESPONSIBILITIES

Organizations are required by law and by custom to maintain certain records for several purposes, including:

- accurate recollection of decisions,
- determination of eligibility to vote,
- continuity of policies and practices and
- accountability of board members.

The Office Manager is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's statute, the Office Manager records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of the Executive Board, and performs other duties as the need arises and/or as defined in the by laws¹.

Excellent written English is required and proficiency in Romanian and Russian are highly desired.

1. Accountability

The Office Manager is accountable to the Board (if elected or appointed by them) or General Meeting.

Through the Board, certain duties of the Office Manager may be delegated to the President, other Board members and/or committees as appropriate; however, the accountability for them remains with the Office Manager.

2. Specific Duties

a. Minutes

The Office Manager is responsible for ensuring that accurate minutes of meetings are taken and approved.

Requirements of minutes should include at a minimum:

- date, time, location of meeting,
- list of those present and absent,

¹ This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Office Manager but it is not necessarily the Office Manager who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.



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- list of items discussed,
- list of reports presented,
- text of motions presented and description of their disposition².

The Office Manager signs a copy of the final, approved minutes and ensures that this copy is maintained in the club's records.

b. Custodian of records

The Office Manager ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (i.e. letters patent, articles of incorporation), lists of board members, board and committee meeting minutes financial reports, and other official records.

c. Membership records

The Office Manager ensures that official records of members of the organization and Board are maintained. She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

d. By laws

The Office Manager ensures that an up-to-date copy of the statute is available at all meetings.

e. Communication

The Office Manager ensures that proper notification is given of directors' and members' meetings as specified in the statute. The Office Manager manages the general correspondence of the Board except for such correspondence assigned to others.

The Office Manager will be responsible for IWCM's email accounts and responding to all correspondence in a timely manner.

f. Meetings

The Office Manager participates in Board meetings as a voting member.

The Office Manager provides items for the agenda as appropriate. In the absence of the President (and Vice-President, if the position exists), the Office Manager calls the meeting to order, presiding until a temporary chairperson is elected.

² Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made. Some lawyers advise that in certain circumstances, minutes should include summary of discussion, rationale for decision, names of those participating in the discussion, and the roll call, noting any declared conflicts of interest. These circumstances: are if the matter is contentious, if board members dissent, if there is any concern about exposure to liability, or if a board member has a conflict of interest.



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The Office Manager records meeting minutes as described above. The Office Manager may perform these duties for member meetings (eg. General Meeting) and/or for an Executive Committee.

g. Signing Officer

The Office Manager may be designated by the Board and/or by laws as one of the signing officers for certain documents. In this capacity, the Office Manager may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

h. Filing of Documents

The Office Manager may be the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

i. Writing of Contracts

The Office Manager will be responsible for the writing of contract between the IWCM and sponsors; between the IWCM and grantees; between the IWCM and service providers, e.g. companies furnishing goods used in the fulfillment of the grant process; between IWCM and financial institutions; and between IWCM and other organizations as needed.