



MEDICAL WOMEN'S FEDERATION

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Job Description for MWF Vice-President

- 1 The MWF Vice-President (VP) is a Trustee of the Charity for the term of Office. . The roles and responsibilities of Trustees are outlined by the Charity Commissioners. The Vice-President is responsible to the MWF Council (as Trustee) and Officers.
- 2 The Vice President shall hold office for a term of two (2) years from her election at the end of which she shall retire but shall be eligible for re-election for one further consecutive term of two (2) years to such office. Upon completion of her second term of office she shall not be eligible for re-election to that office until she has been out of such office for one (1) year.

Overall purpose of the role is:

The Vice-President key function is to represent and promote MWF in meetings, conferences and other relevant events.

- To represent the MWF at conferences, meeting and other relevant events.
- To promote MWF and its views to stakeholders
- To promote MWF to external organisations
- To seek strategies to increase membership and funds available to the MWF
- To work with the other Officers in the running of the organisation
- To respond to Consultations (President Elect to share this task)
- To seek collaboration with Royal Colleges and other relevant organisations with a view to increasing awareness of MWF and increase membership
- To support the President with specific projects and campaigns
- To attend the Officers, Council and Annual General Meeting
- To participate in allocation of grants and bursaries to medical students and junior doctor
- To judge the MWF Awards and Prizes in turn with the other Officers

MWF Officer's meetings.

The VP should attend Officers Meetings and (when required) prepare a regular update to brief other Officers,

Council Meetings

The VP should attend AGM and Council Meetings and prepare a report for MWF Council meetings in November and May.

Travel Expenses

Travel expenses (economy advance rail/coach fares) or air fares from Northern Ireland/Scotland/Wales will be reimbursed.