

MWF Council Member Summary of Guidelines and Job description

- The MWF Council Member is a Trustee of the Charity for the term of Office. The roles and responsibilities of Trustees are outlined by the Charity Commissioners.
- A Council Member shall hold office for a term of three (3) years from her election but shall be eligible for re-election for one further consecutive term of three (3) years to such office.

Job description for MWF Council Member:

- The MWF Council member must attempt to attend the MWF Annual General Meeting (AGM) and Council Meetings in May and Council meeting November where possible.
- To promote MWF and its view to stakeholders.
- To represent, work with, support and participate with the MWF local group and/or MWF members within her region.
- The MWF Council members may be requested/or invited to represent the MWF on committees and/or attend external meetings.
- Appoint an alternate member of council or deputy to attend the MWF AGM and council meetings on your behalf during your absence.
- MWF Council member should notify Central Office at least **three months** in advance when she knows her position will become vacant.

Communications with Central Office:

- Notify Central Office of any change to your email, telephone or address details. It would also be greatly appreciated if you could let the Office know of any change in your personal circumstances that will hinder you from continuing as MWF representative or responding timely to emails.
- The Federation appreciates that busy rotations, exam times and a change in work and personal circumstances will take precedent over the role as MWF Council member however repeated non-attendance to the yearly AGM and Council Meetings within your term of Office may result in the representative being invited to step down.

Travel Expenses:

- Arrangements for travel should be made with a view to securing the most reasonable expenditure i.e. advance fares whenever possible, rather than standard class rail fare. Economy advance 2nd class rail, tube and/or bus fares will be reimbursed – economy air charter from N. Ireland and Scotland.
- Subject to prior agreement with the MWF Honorary Treasurer, MWF will reimburse the cost of private car usage at the rate of £0.40 per mile up to the cost of standard class rail fare.
- Expenses are paid only to and from the venue of the meeting to the nearest train/bus/air terminal.
- Taxi fares **will not** be reimbursed.
- Only claims with a ticket/Oyster itemised print out and/or invoice which clearly states your destination will be paid.

This is an opportunity to be a key member of your organisation and we hope you enjoy participating in the experience of being a Council member.