

NOMINATIONS AND ELECTION OF NR, Deputy NR & IIW POSTS

For Districts with no NGB

NATIONAL REPRESENTATIVE & DEPUTY NATIONAL REPRESENTATIVE

QUALIFICATIONS

Must be a Past District Chairman, Vice-Chairman, Secretary or Treasurer.

TENURE

A maximum period of 2 years but must be elected annually.

IIW BOARD DIRECTOR

QUALIFICATIONS

Must be a Past National Representative.

TENURE

A maximum period of 2 years but must be elected annually.

IIW EDITOR/MEDIA MANAGER

(not a member of IIW Governing Body)

QUALIFICATIONS

Must be a Past District Editor at the time of nomination.

TENURE

A maximum period of 3 consecutive years but must be elected annually.



Jul	<ul style="list-style-type: none"> Obtain the list of names and email addresses of district and club executive committees from the district secretaries.
	<ul style="list-style-type: none"> Circulate IIW President's message and any relevant IIW information to all clubs and districts. Write your message based on the IIW theme and send to all clubs and district.
	<ul style="list-style-type: none"> Refer to IIW Directory for dates of IIW Governing Body meetings and keep in view dates of notification for (a) Margarette Golding Award (b) items for inclusion in agenda.
Jul-Aug	<ul style="list-style-type: none"> Attend the first District ExCo meeting of the districts.
	<ul style="list-style-type: none"> Collaborate with District Secretaries and compile lists of qualified members for nominations to the posts of Board Director, IIW Editor/Media Manager, NR and Deputy NR.
Aug	<ul style="list-style-type: none"> Remind the District Secretaries to email out the nomination forms to all clubs for the posts of (a) NR and deputy NR of the coming IW year, and (b) Board Director and IIW Editor/ Media Manager of the year after the coming IW year. Completed forms are to be returned to NR by 31 October.
Sep	<ul style="list-style-type: none"> Email signed forms of nominated IIW Editor/Media Manager and Board Director to IIW Admin, for the coming IW year, if not yet sent by predecessor.
	<ul style="list-style-type: none"> Form an election committee (EC) with at least one representative from each district to witness the opening of envelopes of nominations which will be closed on 31 October. The same committee may be called upon to witness the election results which will be closed on 15 February.
	<ul style="list-style-type: none"> In an IIW Convention year, obtain from the District Secretaries, the list of members attending and list of voting delegates and submit to IIW Admin on an advised date.



	<ul style="list-style-type: none"> • Prepare report and attend the AGM of District 330.
Oct	<ul style="list-style-type: none"> • Remind Clubs to submit nominations by 31 October.
Nov	<ul style="list-style-type: none"> • Convene a meeting of the EC to open and record the nominations of NR, Deputy NR, Board Director and IIW Editor/Media Manager. • If there is more than one nominee for any of the posts, prepare and send the voting ballots and envelope formats to all clubs with reminder to return by 15 February. (At least 6 weeks to allow for club meetings to convene.)
Jan	<ul style="list-style-type: none"> • Remind all clubs to return ballots by 15 February.
Feb	<ul style="list-style-type: none"> • Convene a meeting of the EC to open and record the counting of ballots. • In the event of the votes being equal, the district chairmen shall have their casting vote. • The candidates will be informed of the results and to be kept confidential until officially announced.
Mar	<ul style="list-style-type: none"> • Prepare report for and attend the District Committee meeting of District 330 and District AGM of District 331. The report should include the official announcement of the (a) elected NR and Deputy NR of the coming IW year, and (b) nominated Board Director and IIW Editor/Media Manager for the year after the coming IW year.
Apr	<ul style="list-style-type: none"> • Inform IIW Admin of the (a) elected NR and Deputy NR of the coming IW year, and (b) nominated Board Director and IIW Editor/Media Manager for the year after the coming IW year. • Key in the details of next NR and Deputy NR in the IIW database. • Remind the District Secretaries and ensure all clubs and district ExCo details are entered in the IIW database. All updates are to be made by 15 May.



May-Jun	<ul style="list-style-type: none">Remind the District Secretaries to submit nomination forms for Board Director and IIW Editor/Media Manager of the year after the coming IW year. The forms are available in the IIW website.
	<ul style="list-style-type: none">Prepare and email final report to IIW Admin.

SPECIMENS:

- 1. Sample envelope for posting nomination.
- 2. Sample envelope for return of voting papers.
- 3. Sample ballot paper.
- 4. Sample voting results of nomination or election.



GUIDELINES FOR NATIONAL REPRESENTATIVE

1. A National Representative may be elected by any country with one or more Districts with four or more Clubs, which have been functioning as a District for a minimum of two years.
2. Districts which are newly formed after division or disbandment of a District, may nominate qualified members and participate in the election of a National Representative in their country.
3. A National Representative must not hold at the same time another Inner Wheel position at Club or District level.

QUALIFICATIONS

Must be a Deputy National Representative, or a Past District Chairman, Vice-Chairman, Secretary or Treasurer.

TENURE

A maximum period of 2 years but must be elected annually.

DUTIES & RESPONSIBILITIES OF THE NATIONAL REPRESENTATIVE

- It is essential to be fluent in the Official language, i.e., must be able to read, speak and understand the English language.
- The National Representative or Deputy should make every effort to attend District meetings when invited, including the District Annual General Meeting (DAGM) and District Committee Meeting (DCM) in order to stay informed of relevant District matters and to review the minutes thereafter, to ensure its accuracy and conformity with IIW standards.
- Information sent from Headquarters, e.g., Executive Committee (EC) Minutes should be summarised by NR and passed to all members within her country. It is essential to ensure that National Governing Bodies are kept informed of all the



information received from International Inner Wheel. Other urgent information from HQ/IIW EC must be dealt with at once and distributed to National Governing Bodies, Districts and Clubs in its original text - and if necessary, have an additional translation in the national language - especially in a Convention year.

- The National Representative is the liaison between the International Inner Wheel Governing Body and Clubs, Districts and the National Governing Body (if one exists) in her country. She is responsible for ensuring all correspondence to and from IIW Governing Body is relayed in a timely manner.
- The expenses of the National Representative are paid by the National Governing Body, or the District(s) where there is no National Governing Body.
- Must notify the International Inner Wheel Administrator of any item they wish to be considered for inclusion on the agenda for a Governing Body Meeting not later than 30 days before the Governing Body Meeting. These dates will be provided by the IIW Administrator, via the IIW Portal.
- To sign Charters and pass these on to the Districts concerned. District Chairman may sign below that of the National Representative, as a ceremonial gesture. Their signatures should be placed below that of the IIW President's, with their names and titles clearly printed. This ensures recognition, while keeping the format current. At the Charter Ceremony, the National Representative reads the welcome greetings of the IIW President, if she is not present in person, to the new Inner Wheel Club.
- The National Representative must keep her Deputy fully informed during her year and hand over all necessary documents to her successor.



Margarette Golding Award

- The NR, upon receipt of the application of the Nomination for MGA, must review and ensure that all pertinent information (such as outstanding achievements outside IW and duration of service) about the Nominee are presented with the application. The NR 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. These dates will be provided by the IIW Administrator, via the IIW Portal.

Reports

All National Representatives shall submit one Report to IIW Headquarters. The report is to be a general survey of work undertaken by Members, covering activities and projects.

- Implementing the Presidential Goals (Theme)
- Relating to the UN Committees on which Inner Wheel is represented (Rights of the Child, Family, Status of Women, Ageing, Narcotic Drugs and IIW's Social Project - See IIW website for current project title.

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

Country

- Number of Districts:
- Number of Clubs:
- Number of Members:

Extension:

- New Clubs Formed:
- Clubs Disbanded:
- Approximate number of beneficiaries

The report is to be e-mailed to IIW Headquarters not later than 31st May annually and must not exceed 800 words in total. (These Reports are circulated to Members of the Governing Body).



International Inner Wheel Directory

- The National Representative must ensure that the names of the members of her incoming National Governing Body, elected National Representative and elected Deputy for the coming year are entered on to the database not later than 30th April each year.
- The National Representative must liaise with District official in charge of recording District contact data to confirm that all necessary updates on to the IIW database have been completed by the due date. Accurate, correct Club President and Club Secretary names and e-mail addresses are the minimum for Clubs, and District Chairman, District Secretary and District Treasurer names and e-mails are the minimum requirement at District level.
- Failure to complete these requirements will mean that Clubs will not be able to participate in IIW on-line election voting and Clubs and Districts will not be officially recorded to participate in Convention voting.
- Neither IIW nor the personnel of the on-line voting company can be responsible for providing this information correctly to complete these tasks. The responsibility lies with the country concerned.

Visit of IIW President

- National Representative must be responsible for the care of International Inner Wheel President and together with the respective host District Executive Committee, will make arrangements connected with the planning and execution of her visit to their country. National Representative should be aware that, when the International Inner Wheel President is invited to visit a country, all her accommodation and travel within their country must be paid for by that country from the agreed point of entry until her departure.
- 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.
- When invited to a Charter Presentation, National Representative must bring greetings from the President of International Inner Wheel, if she is not present.

Internet

All Websites MUST link to the IIW Website. It is the responsibility of the National Representative to check the accuracy regularly of all information from her Country. If in doubt, please contact IIW's Webmaster (webmaster@internationalinnerwheel.org).

News

It will be most helpful if you could follow our Publication Protocol Guidelines sent by the IIW Editor/Media Manager as IIW Admin has been receiving a variety of formats both in text & pictures as well as incomplete information about the material to be published. When sending news articles, use the Form for Articles.

