

# AIMS AND ADMINISTRATION

## *AIMS OF THE CLUB*

To allow women of all nationalities to meet, whilst actively taking part, in a sporting, cultural, artistic or social activity.

To act as a support network for all Members and, wherever possible, to extend appropriate help if needed:

- by personally inviting someone to an event,
- by involving them in the Organisation,
- by being welcoming to all new people at all Club events.

The charm and attraction of the Club is the seemingly relaxed organisation. This allows people to give as they are able and to share what they can. It is also at an extremely modest cost and the majority of activities must remain so.

## *ADMINISTRATION*

Administration of the Club is carried out by the Board, who are elected at the Annual General Meeting, usually in May, and the term of office is for two years with the exception of the President, Secretary, Membership Secretary and Treasurer, who may choose to stay for a third year. By the end of the third year a suitable replacement must be found. Ideally the President and Treasurer should not stand down at the same time. Directors should stand down after their term of 2 years. If no suitable replacement can be found, retiring Directors can be put forward by the Election Committee for reelection but must stand down after a further two years.

## *THE ELECTION COMMITTEE*

The Election Committee consists of

- the Chairwoman
- two Members of the Board of Directors
- two Group Leaders who are not also on the Board of Directors
- two Members of the Club who are not in the above category

The Chairwoman should be elected for one year each year at the Annual General Meeting from one of the retiring Board Members. Should there not be a retiring board member the existing chairperson may remain for a further one year.

The Chairwoman's Duties include, but are not limited to:

1. Encouraging members to stand for Board positions.
2. Ensuring as far as possible that the Board is composed of a range of nationalities including at least one French Director.
3. Arranging the Election Committee meetings.
4. Sending candidates' résumés to the Election Committee members prior to meetings.
5. Publishing nominees' names and details to be circulated with the *IWCR Info*.

Half the Committee will stand down each year.

The new Group Leader representative (and substitute\*) will be drawn at a Group Leaders meeting, the Board representative (and substitute\*) will be selected at a Board meeting and the IWCR member (and substitute\*) drawn from a list of names given to the Chairwoman.

\* (in case of resignation)

## ***BECOMING A BOARD MEMBER***

Generally there are vacancies each year on the Board of Directors.

All members are encouraged to volunteer for these positions but must be proposed and seconded by two members.

Vacancy notices and the proposal form will appear in the November/December *Info* along with a description of the post.

The signed proposal forms are to be returned to the Chairwoman by a nominated date.

The candidate will say why they are applying for the Board vacancy, give any details of relevant experience and an outline of what they can give to the Club as a Director. They will enclose a photograph of themselves with their proposal form. The Chairwoman will then contact candidates.

Election Committee members must step down if they want to be elected onto the Board.

The substitute\* (\*see above) will take their place on the Committee.

## ***ELECTION COMMITTEE'S ROLE***

The Election Committee will ensure that the proposal and election processes for Board positions run smoothly and efficiently.

The Committee will meet with all applicants individually to discuss their candidature.

They will advise candidates on what is realistically demanded of Board Members in terms of time and personal cost, as well as personal qualities that will be called upon during their term of office. They will ensure that candidates fully understand their legal responsibilities as Directors according to 1901 association laws.

It is the duty of the Election Committee to ensure that candidates for named Board positions are capable of carrying out the tasks demanded of that position and undertake any necessary training.

## *ELECTION PROCESS*

The Election Committee will put forward the names of all the candidates who agree to stand for Election.

Each candidate's photograph and brief résumé approved by the candidate will be circulated to the membership.

All IWCR members will then receive a ballot form by post to be completed and returned to the Chairwoman by a date to be determined but which will be no later than one week before the AGM.

Only votes on official ballot forms will be accepted.

No photocopies will be allowed.

Proxy votes will not be accepted for any reason whatsoever.

Ballot papers will be opened and votes counted by the Chairwoman, Election Committee members and the Secretary prior to the AGM.

The tellers undertake to keep all results confidential.

The results will be announced at the AGM.

## *DUTIES OF THE BOARD*

**PRESIDENT:** She must speak English fluently and have a good knowledge of French. The President must have good computer skills and have email access. Her duties include the following: she presides at all meetings of the Club and Board of Directors, and represents the Club in all business and social functions or appoints a suitable replacement to do so. She provides leadership and encourages communication with and within the Board of Directors and between the Board of Directors, Group Leaders and Coffee Group Leaders upholding at all times the Statutes and regulations of the Club. She ensures that the Club functions in an orderly, efficient congenial manner. She handles any disputes and dismissals with diplomacy. All duties include, but are not limited to the above. A laptop computer and mobile phone go with the position.

**DEPUTY PRESIDENT:** She will be appointed by the President from the Board of Directors to serve as Deputy President during the President's term. She will perform the duties of the President in her absence; if the President is unable to complete her term, she will act as President until the next AGM. Above all, she will maintain a close and loyal relationship with the President and second her in her task to run the Club according to the Bylaws, happily and efficiently for the benefit of all. All duties include, but are not limited to the above.

**SECRETARY:** She must have good computer skills and email access. She keeps an accurate record of all meetings of the Club Board of Directors' meetings, Annual General Meeting and

Group Leaders' meetings if all areas meet together. She sends out all minutes, agendas and notices to the appropriate people by email. She deals with the mailing contracts and posts the newsletter and any other documents which may be sent to the membership. She prepares the AGM notice, the Agenda and ballot papers for the election of new Board Members and then submits the required documents to the appropriate authorities. She is responsible for other administrative items relating to the Statutes and maintaining Club records as required by Law. She has the use of a Club laptop computer. All duties include, but are not limited to the above.

**MEMBERSHIP SECRETARY:** She receives all phone calls with questions regarding membership and those from potential Club Members to whom she then sends membership forms, or directs to the IWCR website to print their own form acting always in accordance with Article 5 of the Statutes. She sends membership cards and current newsletters to paid-up Members. She receives cheques and cash payments from new and current Members which she deposits in the Bank and advises the Treasurer of these deposits. She keeps an accurate and up-to-date list of all Members, both new and old. This data is kept on a database that is held on the Club computer that goes with her job.

Five times a year she prepares an address list of paid-up Members that is used by the printer to print the labels for the mailing of the *IWCR Info*. The Membership Secretary must have good computer skills including knowledge of database management and Excel (or be prepared to learn). She should have fluent English and a good knowledge of French. All duties include, but are not limited to the above.

**TREASURER:** She receives statements and other information from the bank, keeps a check on the current and savings accounts and records all financial transactions of the various groups and Club activities on an Excel sheet. She will write cheques when necessary on behalf of the Club, check all event and expense forms and carry out a monthly bank reconciliation and when required deposit cheques and cash at the bank. She gives regular financial updates to the President and when required updates various groups on their financial situation, i.e. making a surplus or deficit overall. She will prepare a financial report for the AGM. She provides the Board with a monthly review (except in July and August). The Treasurer should be a fluent English speaker with a good level of French. She should be at ease using Excel (or willing to learn) and have email access. All financial information is held on the laptop computer that goes with her job. All duties include, but are not limited to the above.

An Audit of the financial statements should be made each year. The audit will be completed by an auditor prior to the Annual General Meeting.

**DIRECTORS:** Directors must be computer literate and have access to internet. They should attend all Board functions and support Board decisions. Ideally they should attend all Club functions. They must be willing to do their share of the tasks of the Board as related to the Club and to give freely of their time when required. They are expected to be loyal to the Board and to work as a team. The Directors are the liaison between the Board itself and the members at large, presenting new ideas and opinions to both groups. All duties include but are not limited to the above.

## *Dismissal Procedure*

Grounds for possible dismissal are:

Misappropriation of Club funds.

Using the Club membership list for personal or business purposes.

Failure to carry out tasks or aims of the Club.

Spurious or defamatory acts that are disruptive and damaging to the Club.

Procedure for dismissal:

A written complaint must be presented to the Board.

Within a reasonable time the Board should address the complaint by inviting the person or persons involved, by registered mail, to discuss this complaint.

A satisfactory conclusion must be presented to those concerned within an acceptable time.

The following are further guidelines for the Board, Group Leaders and Members. The guiding principle of the Club is to have few rules and operate in a friendly relaxed manner.

The Board will operate in such a manner that the Statutes of the Club are adhered to – to meet the French legal requirements.

The language of the Club is English.

After an initial visit, everyone who takes part in a Club activity MUST be a paid-up member except in cases where we open up events to families and friends.

Use Members' talents whenever possible, their homes and gardens. Paid events with paid lecturers should be exceptions, not regular or routine. Art lectures, which seem popular and should pay their way, must be constantly reviewed.

Members of the Board and the Group Leaders are expected to give a great deal of their time and thought. There should be no concept of an 'expense account'. However, financial assistance is offered to all Group Leaders and Board Members to help towards phone calls throughout the year. The Club pays the President's phone bill and if there are any untoward expenses incurred by the Board Members they should discuss this with the President. The President beforehand should approve all expenses and all receipts should be handed to her for her signature before claiming from the Treasurer.

Club Members may not normally charge for their instructions during a normal meeting of the group. If they want a paid workshop, this must be made clear and should be separate from the normal weekly or monthly meetings. There must be no obligation for group members to go to a paid workshop. However if members are willing to cover the costs incurred by a member giving a course of lectures, for example Art History, this should be the exception rather than the rule.

Group Leaders must ensure that their activities are self-funding, for example cards for bridge, balls for tennis, books for the book group, etc.

Club Members may not solicit for business at Club events or make any profit from Club activities, unless invited to do so at one of the special activities during the year, for example the Art and Craft show.

The Newsletter may not be used for publicity for commercial activities and editorial discretion should be used.

If individual Members collect money at Club activities it must be made very clear to the group members and to the President what the money is for.

For group meetings in homes, the coffee and cakes are paid for by the hostess and should work on the basis that everyone takes their turn. It is up to the group leader to make sure that people who are shy to invite or are unable to invite are encouraged to bring the cake occasionally.

Reservation for Club events whether by use of the booking forms or telephone should always be by the closing date. Organisers have the right to refuse late bookings. Once having reserved, if a member is unable to attend for whatever reason, she should let the organiser know immediately. Late cancellations or nonattendance may not be refunded.

Telephoning Board Members or Group Leaders should, wherever possible, be between the hours of 09.00 and 18.00 on weekdays.

Alpes-Maritimes, Var and Monaco Group Leaders should arrange regular area meetings to discuss and plan group activities. If there is no representative of the Board among the area Group Leaders, a Member of the Board may be invited to attend. Any suggestions made or questions raised at these meetings should be sent to the President and Board Members. Board Members will organise a lunch meeting once a year for all Group Leaders.

**The membership address, email address and telephone number list is strictly private for the security of the Members and may not be distributed. It must not be used for mailing list purposes.**

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