



IFHIMA President Elect Job Specification 2013 – 2016

1. Requirements:

- i. The IFHIMA President Elect is elected at the triennial General Assembly of the Federation to serve on the Executive Board of the Federation
- ii. In order to be eligible to hold office in the Federation, an individual must be an active member in good standing of his/her national association, which is a national member of the Federation, also in good standing
- iii. The President Elect is elected for a three-year term of office and expenses incurred by this officer throughout the term of office are the responsibility of their National Member Association
- iv. The President Elect may serve one term of office only
- v. In the case of a vacancy in office of the President, the President-Elect shall assume the office of the President
- vi. Nominees should have access to a reliable electronic communications in order to participate fully in the work of the IFHIMA Executive Board and they are expected to respond promptly to e-mail communications
- vii. The President Elect is expected to participate in a minimum of 75% of Executive Board meetings which are held quarterly by telephone conference plus one face to face meeting annually
- viii. The Executive Board may remove an officer for unprofessional behaviour or failure to perform the duties of the office

2. Duties & Responsibilities:

The IFHIMA Executive Board, of which the President Elect is a member, has the following duties and responsibilities as prescribed by the Constitution of the Federation:

- i. To support the President of IFHIMA in his/her duties and to deputize for the President if required to do so
- ii. Develop and implement strategic goals
- iii. Develop revisions to the Constitution for recommendation to the General Assembly
- iv. Approve, based on the President's recommendations, chairpersons and members to committees and task groups
- v. Act upon membership applications and appeals
- vi. Develop and approve the budget
- vii. Provide for audit of accounts
- viii. Approve disbursement of funds
- ix. Fill vacancies in office as provided for in the Constitution
- x. Approve special meetings of the General Assembly and interim conferences
- xi. Approve on-site meetings of the Executive Board
- xii. Provide information to the General Assembly on a regular basis
- xiii. Perform other duties and activities as necessary to the business of the Federation