



IFHIMA President Elect Job Specification 2016 – 2019

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. Candidates nominated for the office of President Elect must be the nominated National Director of a national member association of the Federation in good standing.
- iv. The IFHIMA President Elect should have served as a member of the IFHIMA Executive Board for at least the last three consecutive years.
- v. 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.
- vi. The President Elect may serve one term of office only.
- vii. In the case of a vacancy in office of the President, the President-Elect shall assume the office of the President.
- viii. Nominees should have access to 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.
- ix. 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.
- x. 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 for the business of the Federation.