



WOMEN OF SEYCHELLES INSPIRING TRANSFORMATIVE ACTIONS (WOSITA FOUNDATION)

ANNEX 2 - DUTIES OF OFFICE BEARERS

Chairperson

- ✧ Shall be the head of the foundation and is responsible for ensuring the proper functioning of the WOSITA Foundation;
- ✧ Shall lead the WOSITA Foundation and its Executive Committee in all aspects to ensure legal compliance;
- ✧ Shall plan the annual cycle of Executive Committee meetings in consultation with members;
- ✧ Shall preside over the Executive Committee Meetings;
- ✧ Shall call special meetings as and when necessary, in collaboration with the Secretary;
- ✧ Shall manage employees or any recruited consultants;
- ✧ Shall authorize the transfer of funds on behalf of the WOSITA Foundation in liaison with the Treasurer and at least one other Executive Committee member (as per approved authorized signatories and in accordance with SOP for fund management);
- ✧ Shall lead the activities (including fund-raising) of the Foundation and its Pillars / support group with assistance of Pillar Leaders and Co-Leaders.
- ✧ Shall represent the WOSITA Foundation at any forums or consultations with other NGOs or Institutions (local or international) beneficial for its functions and future growth; and sign MOUs to cement these relationships.
- ✧ Shall appoint any other representatives of the WOSITA Foundation to attend forums or events on its behalf.

Vice Chairperson

- ✧ Shall replace the Chairperson in her absence and preside over relevant meetings and/or activities, if any;
- ✧ Shall act as a sounding board as and when necessary for the implementation of WOSITA Foundation's objectives
- ✧ Shall authorize the transfer of funds in liaison with the Treasurer and at least one other Executive Committee member (as per approved authorized signatories and in accordance with SOP for fund management);
- ✧ Shall lead the activities (including fund-raising) of the Foundation and its Pillars / support group with assistance of Pillar Leaders and Co-Leaders

- ✧ Shall represent the WOSITA Foundation at any forums or consultations with other NGOs or Institutions (local or international) beneficial for its functions and future growth; and sign MOUs to cement these relationship.

Secretary

- ✧ Shall convene all meetings and keep minutes of the Executive Committee's meetings;
- ✧ Shall ensure that approved Minutes are circulated to all Executive Committee members within 10 days following the meetings;
- ✧ Shall carry out all correspondence on behalf of the WOSITA Foundation;
- ✧ Shall lead the promotion of the WOSITA Foundation on social media and its website with assistance from the Chairperson and other appointed admins for these platforms.
- ✧ Shall ensure that all necessary documents are lodged with the appropriate legal or regulatory authority within the prescribed time;
- ✧ Shall be responsible for keeping a register of all members and update the said register accordingly;
- ✧ Shall ensure that relevant Resolutions are drafted and signed accordingly for execution of the outcomes of the meetings.

Treasurer

- ✧ Shall authorize the transfer of funds on behalf of the WOSITA Foundation along with the relevant signatories in accordance with SOP for fund management.
- ✧ Shall keep proper accounting and financial records of the WOSITA Foundation;
- ✧ Shall open bank accounts in accordance with the Executive Committee's decisions
- ✧ Shall ensure that all drawings from the bank account(s) are properly authorized;
- ✧ Shall provide reports on the financial statement of the WOSITA Foundation on a monthly basis, not later than the 15th of the following month
- ✧ Shall ensure that the accounts of the WOSITA Foundation are audited annually and lodged with the Registrar following approval at the Annual General Meeting;

Ambassadors

- ✧ Shall actively promote the WOSITA Foundation and its activities in their respective country of residence
- ✧ Shall seek for collaboration with other Foundations, Associations or Institutions with like minded objectives.
- ✧ Shall seek to raise funds or source for assistance in support of the WOSITA Foundation's objectives

PILLAR and Support Group Leaders

- ✧ Shall take the lead to ensure participation of maximum members in the organization of activities.
- ✧ Shall be pro-active in the promotion of their respective Pillars or Support Group.

ALL members

- ✧ Shall actively promote and protect the interests of the WOSITA Foundation and its activities and help grow its membership, in accordance with the Code of Ethics.