

GUIDELINES FOR NATIONAL REPRESENTATIVE

QUALIFICATION :

- a) Must be a Past District Chairman or District Vice Chairman or District Secretary or District Treasurer.
- b) Nomination for National Representative need not have been a Deputy National Representative.
- c) Deputy National Representative will not be automatically nominated as National Representative.
- d) It is essential to be fluent in the IW Official language, i.e. must be able to read, speak and understand the English language.

DUTIES AND RESPONSIBILITIES :

Please refer to “the Duties and Responsibilities of the National Representative” in Appendix A.

LIST OF ADMINISTRATIVE DUTIES

- A. IIW President, IIW Administrator and IIW Editor/Media Manager will be corresponding with NR on various IW subjects and NR is to inform all Clubs on these correspondences. If information/reports from Clubs are required, then ensure that the information/reports are submitted in the required format before the closing date.
- B. Write NR reports in the format provided by IIW Administrator.
- C. Internal Duties:

MONTH		DUTIES	CLOSING DATE
JUL	1.	Circulate to all Districts and Clubs IIW President Message.	
	2.	Prepare and send to all Districts and Clubs NR Message (your message) based on the IIW Theme.	
	3.	Get the list (with names and email addresses) of the In-Coming District EXCO from both Districts. The info is needed for internal correspondence and correspondence with IIW Administrator and Editor.	
	4.	Circulate to all Districts and Clubs any relevant communication received from IIW.	

JUL-AUG	1.	If possible attend District 1 st EXCO meeting of both Districts.	
	2.	Compile lists of eligible members for nominations of the following posts: a) IIW BOARD DIRECTOR b) IIW EDITOR/MEDIA MANAGER c) NR d) DNR Design envelope formats for the above posts to be used by Clubs to send their nominations to you. Samples are provided in Appendix ...	
	3.	You may receive from IIW Administrator a reminder to submit IIW Board Director nomination for the following IW year by 30 th September. Ensure that the District concerned has done so.	
AUG	1.	Send the lists of eligible members and envelope formats to both Districts and instruct them to call for nominations from Clubs under their administration. a) For IIW Board Director, Nomination to use Form H and the envelope format provided by NR. b) For IIW Editor/Media Manager, to use the form provided by IIW and the envelope format provided by NR. c) For NR and DNR, to use Form E and Form F and the envelope format provided by NR. To instruct both Districts to inform all Clubs under their administration that nominations must reach NR by 31 October.	15 August
AUG-SEP	1.	Form a Committee consisting of NR and at least one representative from each District for a) The opening of the envelopes of the nominations for IIWBD, IIW Editor/Media Manager, NR and DNR and compiling the lists of nominations for these positions after the closing date of 31 October. b) The opening of the envelopes of the voting papers for the above-mentioned posts, and compiling the results of the voting after the closing date of 15 February.	
SEP	1.	If it is a Convention year, IIW would have sent NR the format to submit the names of the Convention voting-delegates from both Districts and all Clubs in Malaysia & Singapore. Compile the list and submit to IIW before the closing date.	
OCT	1.	Remind all Clubs of the closing dates of the nominations for IIWBD, IIW Editor, NR and DNR.	15 Oct
NOV	1.	Opening of nominations by the Committee and compiling the lists.	by 1 st week
	2.	Design the ballot/voting papers for those posts with more than one nominations received. Samples are given in Appendix	

	3.	Design the format of the envelopes to be used by Clubs to return their ballot papers. Samples are given in Appendix	
	4.	Send the ballot/voting papers and the format of the envelopes to ALL Clubs. Remind them of the closing date of 15 February.	15 Nov
DEC			
JAN	1.	Prepare and submit NR Report for both District AGMs.	31 Jan
	2.	Remind ALL Clubs of the closing date (15 Feb) of the voting (ref: NOV item no.4)	31 Jan
FEB	1.	Opening of ballot papers by the Committee and compile the results.	After 15 Feb but before 25 Feb.
	2.	Inform the successful candidates however remind them that it is only for their own information and that the announcements will only be made at the District AGM.	As soon as the result is known.
MAR	1.	Attend District AGM Make announcements at DAGM <ul style="list-style-type: none"> - IIW Board Director Nominee - IIW Editor/Media Manager Nominee - National Representative - Deputy National Representative 	
APRIL	1.	Inform IIW Administrator the names and email addresses of the In-Coming NR and DNR. If the info can be keyed into IIW Database, then please do so.	
JUNE	1.	Ensure that the District/s concerned prepare and submit to IIW Administrator the form for the Nomination of IIW Board Director and IIW Editor/Media Manager. Both forms are normally made available in IIW Website in May.	

Duties & Responsibilities

of the

NATIONAL REPRESENTATIVE

Whilst serving as National Representative the National Representative must NOT hold any other elected or appointed IW office, except where the role is combined with that of National President.

1. **It is essential to be fluent in the Official language, i.e. must be able to read, speak and understand the English language.**
2. The National Representative or Deputy should endeavour to attend one District meeting per year for each District in a country with no National Body, in order to approve the Minutes. In a country with **no** National Governing Body, the National Representative is **not** an elected member of the District Executive Committee and she plays **no** part in the running of the District.
3. **Translate or have translated into English complete National Governing Body Minutes [or District Minutes if your country has no National Body] and send copies to International Inner Wheel Headquarters. These Minutes must be forwarded to Headquarters within 6 weeks of any Meeting.**
4. Translate IIW Governing Body Minutes and any other relevant information into national language and send to each Club and each District Secretary (each Club and each District will receive the Governing Body Minutes in English).
5. **Information** sent from Headquarters, e.g. Executive Committee Minutes should be summarised in her own words and **passed to all members within her country. It is essential to ensure that Association/National Council Bodies are kept informed of all the information received from International Inner Wheel.**
6. Must notify the International Inner Wheel Administrator of any item they wish to be considered for inclusion on the agenda for Governing Body Meeting not later than **30 days** before Governing Body Meeting. (The dates of the meeting are listed in the front of the IIW Directory)
7. 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 Theme and relating to the UN Committees on which Inner Wheel is represented (Rights of the Child, Family, Status of Women, Ageing, Narcotic Drugs and Happier Futures Social Project).

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

- A. Country.....
 - Number of Districts.....
 - Number of Clubs.....
 - Number of Members.....
- B. Extension: New Clubs Formed.....
 - Clubs Disbanded:.....
- C. Approximate amount raised in £GBP by all the charitable endeavours of the IW membership for the year, number of approximate beneficiaries. Conversion rates found can be found on a variety of sites on the internet.

This report (22 copies by post, alternatively e-mailed) must be sent to IIW Headquarters not later than 31 May annually and must not exceed 500 words in total. (These Reports are circulated to Members of the Governing Body.)

- 8. National Representative **must** ensure that the names of the members of her incoming National Governing Body, National Representative and her elected Deputy for the coming year are entered by the National Representative on to the database not later than **30 April** each year, and
- 9. **Must check with all District Secretaries to confirm that all necessary updates on to the database have been completed by the due date. Failure to comply with the above means that Clubs are not entered into the International Inner Wheel Directory and will not receive any Voting papers.**
- 10. International Inner Wheel Directory:
Check the entries for your country in the International Inner Wheel Directory immediately upon receipt for accuracy and omissions. Ensure corrections and omissions are rectified immediately by filling in the database. It is from this information that mailing labels are produced and e-mail messages are sent.
- 11. Sign Charters and pass these on to the District concerned. District Chairman may sign below National Representative.
- 12. When invited to a Charter Presentation, National Representative must bring greetings from President of International Inner Wheel.
- 13. National Representative must be responsible for the care of International Inner Wheel President and for all her arrangements connected with the visit to her country. National Representative should be aware that, when the International Inner Wheel President is invited to visit a country, all her accommodation and travel **must** be paid for by that country from the agreed point of entry until her departure.
- 14. 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.

15. Margarette Golding Award:
National Representative 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 (the dates are listed in the International Inner Wheel Directory).
16. **National Representative must keep her Deputy fully informed.**
17. Internet:
All Web-sites MUST link to the IIW Web-site. It is the responsibility of the National Representative to check the accuracy regularly of all information from her Country on Inner Wheel home pages or similar as created by Internet users.

News:

“TECHNICAL INFORMATION RELATING TO SUBMISSION OF ARTICLES

Technical Information, it will be most helpful if you could follow our publication instructions as we have been receiving a variety of formats both in text & pictures as well as incomplete information about the material to be published.

Format of material to be sent to IIW Editor/Media Manager and IIW Administrator:

Text: Word Document, .doc or .docx format, preferably .docx

Pictures: In high resolution .jpg format

Please send pictures featuring the recipients in a project as well as members of the club. The focus is on the project not just the members. Action pictures with groups of children performing activities, would be recommended, for instance for Happier Futures articles.

PLEASE DO NOT INCLUDE PICTURES WITHIN THE TEXT. If you do so, you need to send the pictures separately in order for us to be able to use them in the publication.

NOMINATION FOR (name of post)

Closing date: 31 October 2017

NR ROKIAH STAUN

Lot 70 Lorong Pokok Seraya 3A

Taman Khidmat, Bukit Padang

88300 Kota Kinabalu

Sabah, MALAYSIA

tel: 019-8523493

APPENDIX

Sample of envelope for returning of voting papers

VOTING PAPER FOR (name of post)

From : IWC of

Closing date: 15 February 2018

NR ROKIAH STAUN

Lot 70 Lorong Pokok Seraya 3A

Taman Khidmat, Bukit Padang

88300 Kota Kinabalu

Sabah, MALAYSIA

tel: 019-8523493

INNER WHEEL DISTRICTS 330 & 331

BALLOT PAPER FOR

**IIW BOARD DIRECTOR NOMINEE/IIW EDITOR NOMINEE/
NATIONAL REPRESENTATIVE/DEPUTY NATIONAL REPRESENTATIVE
FOR YEAR/.....**

Please vote **only once** with an “X”

NOMINEES	YOUR VOTE (with an “X”)
Name of Candidate 1 Posts Held/Career in Inner Wheel (copy from her nomination form)	
Name of Candidate 2 Posts Held/Career in Inner Wheel (copy from her nomination form)	
Name of Candidate 3 Posts Held/Career in Inner Wheel (copy from her nomination form)	

Inner Wheel Club of _____

District _____ (330/331)

Signature : _____

Date: _____

(President)

Please return this ballot paper to:

NR Rokiah Staun

Lot 70 Lorong Pokok Seraya 3A

Taman Khidmat, Bukit Padang

88300 Kota Kinabalu

Malaysia

CLOSING DATE: 15th February 2018

RESULTS OF (IIWBD/IIW Editor/NR/DNR) VOTING

Date : Feb 2018

		Name of Candidate 1	Name of Candidate 2	Name of Candidate 3
DISTRICT 330				
1.	APSARAS			
2.	BANGSAR			
3.	INTAN			
4.	IORAS			
5.	IPOH			
6.	IPOH EAST			
7.	KLANG			
8.	KUALA LUMPUR			
9.	KUALA LUMPUR CITY CENTRE			
10.	KUALA LUMPUR NORTH			
11.	KUANTAN/INDERA MAHKOTA			
12.	MUTIARA			
13.	PEARL OF THE ORIENT			
14.	PENANG			
15.	PETALING JAYA			
16.	SELANGOR			
17.	SEREMBAN			
18.	SUBANG, SELANGOR			
19.	TAIPING			
DISTRICT 331				
1.	KINABALU RAFFLESIA			
2.	KOTA KINABALU			
3.	KUCHING			
4.	MIRI			
5.	SANDAKAN			
6.	SIBU			
7.	SINGAPORE			
8.	SINGAPORE EAST			
9.	SINGAPORE WEST			
	TOTAL			

Signatures of the Committee:

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Name:

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