

**ARTICLE II – Duties of World Officers (pp40-43)**

**Section A The World President shall**

- 1 Preside at meetings of the World Assembly, Executive Committee and World Officers;
- 2 Be an ex-officio member of the Executive Committee of the World Methodist Council and sit on the Presidium;
- 3 Be a member of all World Federation Committees;
- 4 Provide leadership in the development of policies and programs/ visions and ideas for the advancement of the World Federation;
- 5 Administer and coordinate the implementation of programs and policies approved by the World Assembly;
- 6 Maintain regular communications with all Federation Officers, provide pastoral care and support their work with prayers and encouragement;
- 7 Respond to emerging issues and situations which may have an impact on women, children and families on behalf of the World Federation through letters, statements and World President's messages;
- 8 Work closely with other World Officers in the preparation of the agenda for the World Officers. Executive Committee meetings and in the preparation of the program for the World Assembly;
- 9 Report the programs and activities of the World Federation to the World Methodist Council;
- 10 Represent or appoint a representative to organizations or meetings requiring representation of the World Federation;
- 11 Visit Areas/Units to inspire, encourage and support women, subject to the availability of funds;
- 12 Develop and maintain ecumenical links;
- 13 Perform other tasks that may be assigned by the Executive Committee.

**Section B The World Vice President shall**

- 1 Assist the World President in the administration of programs and policies approved by the voting body of the World Assembly;
- 2 Facilitate the World Federation's United Nations work at the United Nations through the Economic and Social Council (ECOSOC) programs and the work of the World Federation's NGO Representatives in consultative status with the Economic and Social Council (ECOSOC) and in association with the United Nations Department of Public Information (DPI); to ECOSOC of the United Nations; (Hereinafter, when the term World Federation Representatives appears we will not repeat the words "in Consultative Status with the Economic and Social Council (ECOSOC) and in association with the United Nations Department of Public Information (DPI)."
- 3 Assist the World President in strengthening ecumenical links;
- 4 Strengthen interpersonal relationships among members of the Executive Committee through sharing letters, devotional programs and worship services during World Officers and Executive Committee meetings;
- 5 Coordinate the preparation, distribution and use of World Federation Day Study programs and information materials;
- 6 Preside at meetings of the World Assembly, Executive Committee and World Officers in the absence of the World President;
- 7 Assume the duties of the World President should the office of the World President become vacant;

- 8 Work with the World Secretary, the Area Presidents and Vice Presidents in the promotion and development of the Units;
- 9 Perform other tasks that may be assigned by the World President or the Executive Committee.

**Section C The World Secretary shall**

- 1 Work with the World President in preparing the Agenda for the meetings of the World Officers and Executive Committee;
- 2 Keep a record of the minutes of meetings and distribute copies of the minutes to the World Officers, Area Presidents, Area Vice Presidents, and the World Federation's NGO Representatives, marked *`subject to confirmation'*;
- 3 Maintain an official file of minutes of meetings, letters and other communications received from other agencies and from Areas and Units;
- 4 Communicate regularly through letters, reports and news articles with the World Officers, Past World President, Area Presidents, Area Vice Presidents, the World Federation's NGO Representatives to United Nations and the Archivist;
- 5 Coordinate the publication of the World Assembly program materials;
- 6 Maintain a list of current subscribers to The Tree of Life, in consultation with the publisher;
- 7 Perform other tasks that may be assigned by the World President or the Executive Committee

**Section D The World Treasurer shall**

- 1 Maintain an accurate record of funds received and disbursed in connection with the work and programs of the World Federation;
- 2 Prepare and distribute copies of the annual financial report, duly audited by a certified auditor, to all members of the Executive Committee and to all Units;
- 3 Coordinate and monitor the implementation of financial guidelines that have been approved by the Executive Committee;
- 4 Work closely with the World President in the preparation of the annual budget;
- 5 Communicate regularly with the Units regarding their financial obligations as members of the World Federation;
- 6 Determine appropriate financial investments in consultation with the Finance Committee, and approved by the Executive Committee;
- 7 Present an Annual Financial Report during the meetings of the World Officers, Executive Committee and World Assembly;
- 8 Disburse funds as approved by the Executive Committee or as provided for in the financial guidelines.
- 9 Work in close association and cooperation with the Assistant World Treasurer.