



Terms of Reference for the WCET Executive Board

President

The President shall:

- maintain exemplary ethical and professional standards at all times
- demonstrate a clear understanding of the constitution of the WCET
- uphold the roles of the Executive Board members
- preside at all meetings of the WCET
- set goals in consultation with the Executive Board for the 2 year period between congresses
- in consultation with the Executive Board, delegate duties and tasks relevant to the objectives of the WCET
- serve as an ex-officio non-voting member on all committees
- accept constructive criticism and maintain objectivity
- arrange for relevant communications and documents pertaining to the World Council to be retained as records
- act as a spokesperson for the WCET on policies or other matters as requested by the Executive Board and the membership
- establish interpersonal communications with other members of aligned professional bodies on behalf of the WCET
- guide members of the WCET on matters pertaining to enterostomal therapy nursing
- act as a co-signatory on major documents of the World Council
- write the President's Message for each issue of the WCET Journal
- as the immediate past President, serve as a committee member on the Norma N Gill Foundation

Vice-President

The Vice-President shall:

- maintain exemplary ethical and professional standards at all times;
- demonstrate a clear understanding of the constitution of the WCET
- undertake to be President-elect
- perform all duties of the President in the absence or incapacity of the President.
- complete the President's term should that position become vacant
- support the President in his/her role and uphold the roles of the officers
- participate at all meeting of the WCET
- perform such other duties as are delegated by the President
- serve on the Norma N Gill Foundation committee
- be responsible for updating the orientation package on a biennial basis



World Council of Enterostomal Therapists (WCET)

An association of nurses (Reg. Charity 1057749)

www.wceten.org

- edit the BullETin, the bi-annual newsletter, containing reports and information about the members. The BullETin is sent out between journals 1 & 2, and 3 & 4
- submit an annual report
- submit a quarterly Expense Reimbursement Form for expenditures to the Treasurer
- edit the BullETin, the bi-annual newsletter, containing reports and information about the members. The BullETin is sent out between journals 1 & 2 and 3 & 4.
- update the list of International Delegates and send reminders to those who are not financial
- send the updated list of International Delegates for the Journal to Cambridge Media, Central Office, Journal Editor and Publications & Communications Chairperson
- communicate relevant information from the Executive Board and the WCET members to the International Delegates quarterly
- update the orientation package for new members on a biennial basis
- update and send the membership survey to members
- ensure that the updated membership survey is translated according to the membership main languages
- collect and analyze the data from the membership survey and report the results of the survey to the membership in the BullETin, the WCET Journal and at the General Meeting

Secretary

The secretary shall:

- Maintain exemplary ethical and professional standards at all times
- Demonstrate a clear understanding of the Constitution of the WCET
- Uphold the roles of the officers
- Participate in all meeting of the WCET
- Record the minutes of meetings accurately and concisely
- Provide a draft of World Council business meeting minutes to the President within 60 days of that meeting, for International Delegates as soon as possible after receipt
- Retain, in the minute book of the WCET, original copies of the minutes of all meetings;
- Be responsible for the Policy and Procedure Manual
- Provide an accurate report of correspondence dispatched and received with which to inform the membership at biennial business meetings
- Retain all WCET correspondence in a functional file for recall as required
- Prepare agendas for business meetings, in consultation with the World Council officers



World Council of Enterostomal Therapists (WCET)

An association of nurses (Reg. Charity 1057749)

www.wceten.org

- Circulate the agendas to the WCET Board prior to the meetings
- Circulate extraordinary business agendas to the WCET Board 28 days prior to the extraordinary business meeting
- Submit an annual report
- Submit a biennial report

Treasurer

The Treasurer shall:

- Maintain exemplary ethical and professional standards at all times
- Demonstrate a clear understanding of the Constitution of the WCET
- Participate in all meetings of the WCET
- Administer the finances of the WCET and the Norma N Gill Foundation in accordance with the policies of those bodies
- Present a biennial financial report to members at the General Meeting
- Present an annual Treasurer's report to the Executive Board
- Distribute the annual financial report to the Executive Board
- Liaise with a professional accountant and independent auditor to prepare the accounts of the WCET and the Norma N Gill Foundation annually and report in writing
- Ensure that no payment, other than regular expenses, be made out of WCET and Norma N Gill Foundation funds, unless such payment has been authorised by a majority of two-thirds of the Executive Officers
- Not open additional bank accounts without the authorisation of a majority of two-third of the Executive Officers
- Submit annual financial statements to the President and to the Chairperson of the Norma N Gill Foundation.