

TECHNICAL COOPERATION COMMITTEE  
64th session  
Agenda item 8

TC/64/INF.6  
22 April 2014  
ENGLISH ONLY

**CAPACITY BUILDING:  
STRENGTHENING THE IMPACT OF WOMEN IN THE MARITIME SECTOR**  
**Information on the World Maritime University Women's Association (WMUWA)**

**Note by the Secretariat**

**SUMMARY**

<i>Executive summary:</i>	This document provides information on the establishment of the World Maritime University Women's Association (WMUWA) and the linkage between that Association with the regional networks for women in the maritime sector
<i>Strategic direction:</i>	3
<i>High-level action:</i>	3.3.1, 3.5.2
<i>Planned output:</i>	3.3.1.1, 3.5.2.1
<i>Action to be taken:</i>	Paragraph 20
<i>Related document:</i>	TC 63/8

**Background**

1 In 1992, a survey funded under IMO's programme for women in development estimated the number of women seafarers to be 1% or 2% of the total seafaring population<sup>1</sup>. Recent studies<sup>2</sup> also show a similar ratio despite the promotion of women in the maritime sector in recent years.

2 Nevertheless, the training of women cadets is an important strategy to increase the number of qualified officers available to the shipping industry and thus contribute towards resolving the current deficit of qualified seafarers.

3 In response to the global demands in the seafaring labour market, IMO launched the "Go to Sea!" campaign in 2008, and focused on increasing the target audience of this campaign through the Regional Conference on the Development of a Global Strategy for Women Seafarers, held in Busan, Republic of Korea in April 2013. One of the key outcomes of that event is a project for the preparation of a strategy for women seafarers, which will be implemented by IMO on collaboration with WMU during 2014.

<sup>1</sup> Belcher, P. et al. 2003. Women Seafarers: global employment policies and practices. Geneva: International Labour Organization (ILO).

<sup>2</sup> Drewry, ILO and ITF. 2009. Manning 2009. London: Drewry Publishing.

4 The new strategy will be disseminated, inter alia, through the regional support networks established for the purpose of capacity building for women in the maritime sector, as follows:

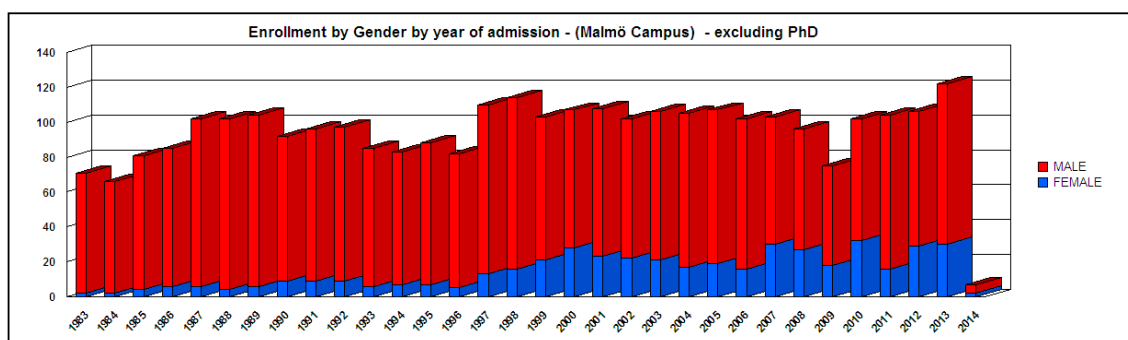
- .1 Pacific Women Association (PacWIMA);
- .2 Network for Professional Women in the Maritime and Port Sectors of West and Central Africa;
- .3 Arab International Women's Maritime Forum for MENA and Africa;
- .4 Association of Women Managers in the maritime sector of Eastern and Southern Africa (WOMESA);
- .5 Association for Women Managers in the Maritime Sector, Asia (WIMA-Asia); and
- .6 Forum for Women Managers in the Maritime Sector, Latin America.

5 These regional support networks include some active national chapters in Africa (Kenya, Mauritius, Namibia and Tanzania), and in Asia and the Pacific (Papua New Guinea and the Philippines).

**Women students at the World Maritime University**

6 Since its establishment by IMO in 1983, WMU has produced 3,663 graduates from 165 countries around the world. The University currently has 421 female graduates in 78 countries. Approximately one fifth of WMU Faculty are women.

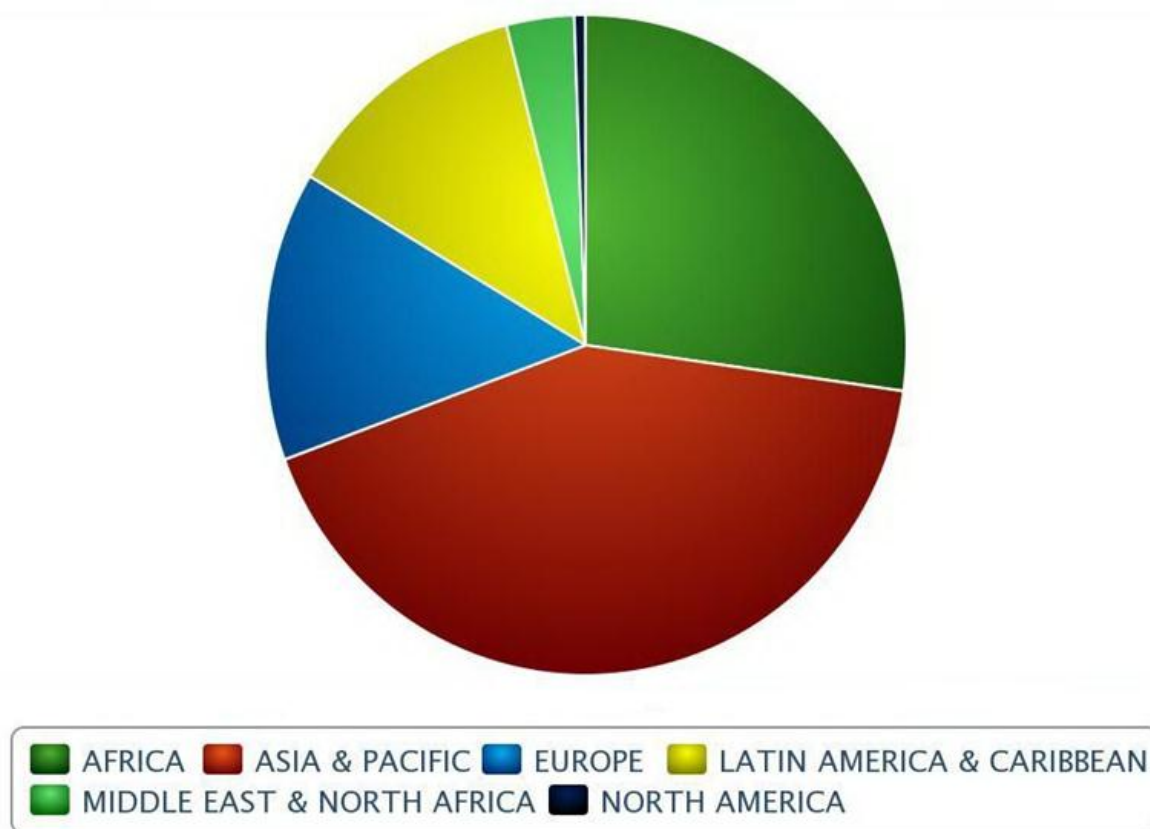
7 The historical development of the number of women students at WMU is shown in figure 1. While there has always been female representation in the WMU student body, numbers were insignificant until the late 1990s when key initiatives to enrol a greater proportion of female students were implemented. By the year 2000, the percentage of female students had exceeded 20% and, despite annual fluctuations, remains more or less constant at around 25% of the student intake. This was achieved with the active support of several fellowship donors, particularly the Ocean Policy Research Foundation, the ITF Seafarers' Trust and the IMO Integrated Technical Cooperation Programme (ITCP).



	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Total
<b>FEMALE</b>	2	2	4	6	6	4	6	9	9	9	6	7	7	5	13	16	21	28	23	22	21	17	19	16	30	27	18	32	16	29	30	2	<b>462</b>
<b>MALE</b>	69	64	77	79	96	98	98	83	87	88	79	76	81	77	97	98	82	79	85	80	85	88	88	86	73	69	57	70	88	77	92	5	<b>2,551</b>
<b>Total</b>	<b>71</b>	<b>66</b>	<b>81</b>	<b>85</b>	<b>102</b>	<b>102</b>	<b>104</b>	<b>92</b>	<b>96</b>	<b>97</b>	<b>85</b>	<b>83</b>	<b>88</b>	<b>82</b>	<b>110</b>	<b>114</b>	<b>103</b>	<b>107</b>	<b>108</b>	<b>102</b>	<b>106</b>	<b>105</b>	<b>107</b>	<b>102</b>	<b>103</b>	<b>96</b>	<b>75</b>	<b>102</b>	<b>104</b>	<b>106</b>	<b>122</b>	<b>7</b>	<b>3,013</b>

**Figure 1: Female representation in enrolment, MSc programme at WMU, Sweden, 1983-2013**  
(note: admissions in 2014 are ongoing)

8 The regional distribution of female WMU graduates, as represented in figure 2 below, highlights the predominance of Asia and Africa as the two regions with the greatest number of female graduates.



**Figure 2: Regional distribution of women WMU graduates, MSc programme at WMU, Sweden 1983 – 2013**

9 Women students have achieved considerable success at WMU. The first female President of the WMU Student Council was elected in 2000, followed by two more in 2003 and 2004. The Chancellor's Medal for Academic Excellence, established in 2000, has been awarded to female students on three occasions, accounting for 21% of the recipients. Furthermore, five female students have been awarded the C P Srivastava Award for International Fellowship, accounting for 36% of recipients.

10 Women students are also represented at the doctoral level of studies at WMU, with six female doctoral candidates currently enrolled at the University. The first female candidate to be awarded a doctorate by WMU was Li Ying from China in 2011.

11 Women students play an active and valued role at WMU and, once they have graduated, make a significant impact on the capacities of their national maritime administrations to which they return. Notwithstanding, the increased level of participation of women in the maritime sector, there is an ongoing discrepancy between training and career opportunities for men and women in the shipping industry. Encouraging a wider target audience to apply to WMU is already a key policy at the University and in IMO; this strategy needs to be reinforced by the national administrations and other employers who benefit from the skills and experience they derive by recruiting WMU graduates.

12 The sustained representation of female students at WMU has increased the awareness of the active participation of women in the global maritime industry among the WMU student body. In 2014 several female students were inspired by the IMO regional support networks to establish the WMU Women's Association (WMUWA).

### **Establishment of WMUWA**

13 The outcome of the work undertaken by the students of the WMU Class of 2014, was the establishment of the WMUWA, which has been recognized by the University. Its constitution and policy document, including the terms of reference for WMUWA officers, are attached in annexes 1 and 2 to this document.

14 The objectives of the Association are, inter alia, to connect, educate and inspire women in the maritime industry and to promote the interests of female maritime professionals by the creation of an international network for women from the WMU, together with women involved in other internationally-recognized female associations in the maritime sector. Membership is open to current WMU students (female and male) as well as alumni.

15 The Association envisages networking between current students and alumni, mentorship of new graduates by successful alumni, the organization of workshops and seminars and the improvement of collective competence by focusing on education and knowledge.

16 Facilitating the application of more women to WMU is one of the Association's major goals. It is envisaged that one fellowship per year will be specifically designated for an appropriately-qualified female candidate who lacks other financial support to enable her enrolment. This student would be tasked with particular responsibility for actively supporting WMUWA during her period of studies.

### **Linkage to IMO and regional support networks for sustainability and capacity building**

17 IMO's regional support network<sup>3</sup> for maritime women is doing much to empower women in the maritime industry. These networks have provided a practical vehicle for local issues to be addressed by the regional groups. However, a global connection is yet to be put in place. Given the diversity of WMU alumni who represent areas from every regional network, it is anticipated that the WMUWA will provide this key element of communication to link all the regions.

18 WMUWA could complement the work of IMO in this area. Female students at WMU come from the industry and return to it as graduates with a network of international contacts established through their studies. Their membership both in WMUWA and in their regional support group would strengthen both bodies.

19 WMUWA can offer regional support groups sustainability, as their membership will be reinforced regularly by returning graduates who also maintain their WMU international contacts through WMUWA. WMUWA will also arrange workshops and seminars. The expertise necessary to lead these is to be found in the regional groups and among WMU alumni. This sharing of regional expertise in an international forum such as WMUWA represents capacity building in its truest sense.

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<sup>3</sup> Pacific Women Association (PacWIMA); Network for Professional Women in the Maritime and Port Sectors of West and Central Africa; Arab International Women's Maritime Forum for MENA and Africa; Association of Women Managers in the maritime sector of Eastern and Southern Africa (WOMESA); Association for Women Managers in the Maritime Sector, Asia (WIMA-Asia); and Forum for Women Managers in the Maritime Sector, Latin America.

**Action requested of the Committee**

- 20 The Committee is requested to:
- .1 recognize WMUWA as an association with the same status, rights and obligations as IMO regional support groups;
  - .2 consider the provision of one WMU fellowship per year specifically designated for an appropriately-qualified female candidate; and
  - .3 support WMUWA in the organization of workshops and seminars.

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**ANNEX 1**

**THE WMU WOMEN'S ASSOCIATION'S CONSTITUTION**

ARTICLE I: NAME OF THE ASSOCIATION

- (a) The name of this Association shall be the World Maritime University Women's Association (WMUWA).

ARTICLE II: DEFINITIONS

"Association"	means the World Maritime University Women's Association (WMUWA)
"Executive Committee"	means the Executive Committee as elected by the members of the Association.
"Executive Officers"	include the President, Vice-President, Secretary, Treasurer, Policy President, Public Relations Officer, Sustainability and Network Coordinator.
"Council"	shall be the Executive Officers and the various Committee Presidents.
"IMO"	The International Maritime Organization.
"Member"	means any individual who has registered and gained membership into the Association.
"Maritime Sector"	means the shipping industry, shipping or maritime sector and actors associated directly with it, such as shipping companies, maritime communications, maritime services including legal services of law firms and lawyers, maritime education and training, authorities, and organizations and associations.
"One-time"	The membership fee will only be paid once upon initial membership to the Association.
"Quorum"	The minimum number of members required for the Association to officially conduct business and to cast votes. The required minimum quorum for holding Annual and General Meetings, conducting business and casting votes will be 75 percent (3/4) of the Association.
"Senior Advisors"	shall be the graduated Executive Officers.
"WMU"	means the World Maritime University.

### ARTICLE III: PURPOSE

- (a) The purpose of the Association is to connect, educate and inspire women in the maritime industry and promote female maritime professionals.
- (b) The Association aims to increase the involvement of women in the maritime industry by creating a platform and forum through the World Maritime University.
- (c) In realizing these aims the Association will ensure that they are concerned with the general welfare of the WMU women community.

### ARTICLE IV: OBJECTIVES

The objectives of the Association are to:

- (a) Improve levels of female involvement in the maritime industry,
- (b) Improve levels of competency by focusing on education and knowledge,
  - i. By strengthening educational and training opportunities in the international maritime sector.
- (c) Promote female involvement in the World Maritime University and the Association,
  - i. By promoting the achievements of current and former World Maritime University female students.
  - ii. By creating an international network for women from the World Maritime University, WMUWA and women involved in other internationally recognized female associations in the maritime sector.
- (d) The Association shall establish partnerships with international and regional organizations, such as the International Maritime Organization and other government agencies, private companies and regional groups in the implementation of its purpose.
  - i. In order to be recognized by IMO and enjoy the same status as IMO Regional Support Networks with a view of creating mutual support and sustainability.

### ARTICLE V: REGISTRATION AND MEMBERSHIP

Registration and membership into the WMUWA is open to:

- (a) All current students at the World Maritime University,
- (b) Alumni of the World Maritime University,
- (c) Individuals who have been a member of the Association at any time in the past,
- (d) Individuals who have been accepted in accordance with the WMUWA Constitution and agree to and respect the purpose and objectives of the Association.
- (e) Upon initial membership to the Association all new members will pay a 'one-time' membership fee of 100 SEK.

### ARTICLE VI: TERMINATION OF MEMBERSHIP

- (a) Any member of the association may resign their membership in writing by giving the Secretary of the Association written notice to that effect.
- (b) The Executive Committee may by resolution passed at a General Meeting terminate or suspend the membership of any member, if their conduct is:
  - i. Prejudicial to the interests and objectives of the Association
  - ii. Not in accordance with the purpose and objectives of the purpose and objectives of the Association.



- (c) Prior to the termination / removal from office or suspension of membership, the member shall have the right to hear the reasons for termination or suspension of their membership or removal from office. The member will be given the opportunity to be heard by the Executive Committee at a hearing prior to the Annual General Meeting before the matter is voted on.
- i. A meeting will be held for the member to hear reasons for termination or suspension of their membership within 10 working days of notification of the termination or suspension.
  - ii. At the meeting the Executive Committee shall explain to the member the reasons for their termination or suspension.
  - iii. The member must be given the opportunity to answer any allegations which have been made against him or her.
  - iv. The member must be given the opportunity to ask any questions, present evidence and call on any relevant witnesses to the meeting.
  - v. In any witnesses have been called upon, the member must give advance notice, within 5 working days, before the meeting to the Executive Committee of his or her intention to do this.
- (d) Membership will be terminated and / or a member will be removed from office or suspended if no less than 75 percent (3/4) of the quorum are present at the General Meeting, vote in support of the termination of membership or removal from office or suspension.
- (e) If a member is of the opinion that their termination / removal from office or suspension was unfair they will have the right to appeal to an independent arbitrator appointed by mutual agreement between the member and the WMUWA.
- i. If a member feels that the decisions for their termination / removal or suspension from office was unfair or unjust, they have the right to appeal against the Executive Committee's decision.
  - ii. The member must complete an Appeal Form and submit it to the Policy Chairperson of the Association. A copy of the Appeal Form will be issued to members of the Executive Committee and the independent arbitrator.
  - iii. The member must lodge the appeal with the Policy Chairperson within 10 working days of becoming aware of the Executive Committee's decision.
  - iv. The Appeal hearing must be held within 10 working days of the Appeal being lodged.
  - v. The independent arbitrator will be appointed by mutual agreement between the member and the Association.
  - vi. The independent arbitrator must not have been involved in the process prior to the Executive Committee's decisions being made or party to making the decision.
  - vii. The mutually nominated independent arbitrator must ensure that s/he receives the minutes of the prior meetings or hearings relevant to the decision and a copy of the Appeal Form. S/he must inform both the member and the Executive Committee of the date and time of the Appeal Hearing.
  - viii. The member may request to be assisted by a representative, who shall be a fellow member, at the Appeal Hearing and an interpreter.
  - ix. The member must provide the Executive Committee and the independent arbitrator with advance notice that they will have assistance.
  - x. At the Appeal Hearing, the independent arbitrator must consider the grounds of appeal, the circumstances, new evidence or witness testimony and assess whether such process was conducted in a procedurally fair manner and whether a substantially fair decision was made.

- xi. The independent arbitrator shall inform the Executive Committee of the decision within 5 working days of the Appeal Hearing and the decision shall be final.

#### ARTICLE VII: GENERAL MEETINGS AND PROCEDURE

- (a) The Association shall be controlled by the Executive Committee and its members in General Meetings called for by the Executive Committee.
- (b) There shall be at least two General Meetings each year one of which is an Annual Meeting.
  - i. The first General Meeting will take place in February
  - ii. The second General Meeting will take in June
  - iii. The Annual Meeting will take place in October.
- (c) The Association will meet at the request of the President or any other member of the Executive Committee. All members of the Association must be notified of all meetings held.
- (d) A quorum of no less than 75 percent (3/4) of the Association shall be present at the General Meeting held.
- (e) Special or emergency meetings may be called by the Executive Board.
- (f) The time, place and agenda of General Meetings in the form of written notice, communicated by way of email, post and fax or in person, will be sent to all members by the Secretary of the Association.
- (g) Notice of General Meetings will be sent to all members at least 14 days in advance to the next General Meeting.
- (h) The Minutes of the last General Meeting will be confirmed at the start of the next General Meeting held.
- (i) A set agenda for the General Meeting will be outlined by the Executive Committee at the start of the General Meeting.
- (j) The membership of any new members to the Association must be confirmed or rejected by the Executive Committee at the start of the General Meeting.
- (k) The President of the WMUWA will chair the General Meetings.
- (l) If the President is unable to chair a General Meeting, then the Vice President will chair the General Meeting.
- (m) If both the President and the Vice President are unable to chair a General Meeting then members of the Executive Committee will elect a member to chair the meeting.
- (n) All voting at General Meetings is to be done in person or by proxy.
- (o) A matter will be decided upon if a majority of votes cast by the members of the Association are in favor of the matter.
- (p) In the case where equal votes have been cast, then the individual chairing the meeting will, only for the purpose of breaking the deadlock, be given a second casting vote.
- (q) Each member of the Association is able to appoint another member as a proxy. The member must give the Secretary written notice no later than a day before the next General Meeting, in respect of which the proxy is requested.

#### ARTICLE VIII: EXECUTIVE COMMITTEE

- (a) The Executive Committee consists of the following:
  - i. President,
  - ii. Vice President,
  - iii. Secretary,
  - iv. Treasurer,

- v. Public Relations Officer,
  - vi. Sustainability and Network Officer,
  - vii. Policy Chairperson.
- (b) All General Meetings are to be governed by the Executive Committee.
  - (c) Functions and powers of the Association, subject to the provisions of the Constitution, shall be exercised by the Executive Committee.
  - (d) Any decisions and acts taken by the Executive Committee shall be regarded as the decisions and acts of the Association.
  - (e) Members of the Executive Committee will be elected at the Annual Meeting, and unless the member has been removed from office, resigns or dies, they will hold office until the next re-elections at an Annual General Meeting.
  - (f) In the event that a member of the Executive Committee is removed from office, resigns or dies, the Executive Committee will hold nominations to elect a member of the Association to fill in the vacancy.
  - (g) Upon graduation from WMU the members of the Executive Committee will be appointed as Senior Advisors.

#### ARTICLE IX: ORGANIZATIONAL STRUCTURE

- (a) The Association will be comprised of the:
  - i. Executive Committee,
  - ii. Council,
  - iii. Secretariat,
  - iv. Senior Advisors, and
  - v. General Members.
- (b) The Association will consist of the following committees:
  - i. Secretarial Committee,
  - ii. Treasurers Committee,
  - iii. Projects Committee,
  - iv. Events Committee,
  - v. Policy Committee,
  - vi. Publications Committee.
- (c) The Officers of the board shall be elected each October for the duration of their studies at WMU.
- (d) Outgoing Officers shall be responsible for conducting organization events planned prior to elections.
- (e) For a period of one year, the Outgoing Officers will be Senior Advisors to the newly elected Executive Committee. Senior advisors will provide guidance and assistance where necessary. This to ensure that the newly elected Executive Committee has support from Officers previously involved with matters concerning the Association.

#### ARTICLE X: SECRETARIAT

- (a) The Secretariat shall consist of 5 individuals.
- (b) Executive officers, members of council, members of WMUWA, alumni and other prominent and influential female maritime professionals are eligible to join the Secretariat.
- (c) Persons to sit on the secretariat shall be determined by way of nomination to be submitted in October and every subsequent 5 years.
- (d) WMU shall have the right to nominate at least 1 female to sit on the secretariat.
- (e) One member of the secretariat shall be employed to the WMU.

- (f) One member of IMO shall be invited to sit on the secretariat.
- (g) Composition of the secretariat shall not be determined by geographical distribution but by mere nominations.
- (h) The secretariat shall have a supervisory role with regard to the functions of the Association.
- (i) The secretariat shall receive a quarterly report from the Association on all its annual activities.

#### ARTICLE XI: OFFICER'S RESPONSIBILITIES

Detailed descriptions of the officer's responsibilities and functions in the Association are listed in the WMUWA Policy Document: Position Descriptions.

- (a) The President:
  - i. Shall be the official spokesperson of the organization and in performing this role will be responsible for creating, communicating, and implementing the Association's vision, mission, and overall direction.
  - ii. The President will be responsible for leading, guiding, directing, and evaluating the work of members of the Executive Committee.
  - iii. In addition she shall be responsible for ensuring the general health, effectiveness and productivity of the organization.
- (b) The Vice-President:
  - i. Shall assist the President in the general running of the organization and oversee matters in the Presidents absence.
  - ii. The Vice-President may be called upon to perform other duties or responsibilities on instruction from the President and/ or members of the Executive Committee.
- (c) The Secretary:
  - i. Shall be responsible for recording the minutes of all Annual and General Meetings of the Association and General Meetings of the Executive Committee. The recorded minutes must be sent to all members of the Association.
  - ii. Keep all records, except financial, of the Association and shall be responsible for their correctness.
- (d) The Treasurer:
  - i. Shall be responsible for keeping all funds and collecting and disbursing all moneys on behalf of the Association.
  - ii. The Treasurer will be required to keep an accurate account of all monetary transactions and shall be responsible for their correctness.
  - iii. In addition the Treasurer will be responsible for reporting the bank finances of the Association to the Executive Committee as directed.
- (e) The Public Relations Officer:
  - i. Shall be responsible for monitoring the public image of the Association and dealing with enquiries from the public, the press, and related organizations,
  - ii. Providing clients with information about new promotional opportunities and current PR campaigns progress.
- (f) The Sustainability and Network Coordinator:
  - i. Shall be responsible for developing, coordinating and administrating programs within the area of sustainability of the Association.

- ii. Will be responsible for encouraging and facilitating sustainability programs initiated by student, faculty and staff members and the members of the Association.
  - iii. Foster and coordinate new ideas and concepts for sustainability programming themes and identify materials and resources to supplement, expand or replace existing sustainability programming.
- (g) The Project Coordinator:
- i. Shall be responsible for developing and maintaining a detailed project plan and managing project deliverables in line with the project plan.
  - ii. In addition, the Project Coordinator must ensure that the project is delivered on time, to budget and to the required quality standard.
- (h) The Policy Chairperson:
- i. Shall be responsible for reviewing, developing, and implementing policies and strategies and contributing to the development and review of the Associations Policies, By laws and Constitution, in consultation with the Policy President and other members of the Executive Committee,
- (i) The Policy Officer:
- i. Shall be responsible for reviewing, developing, and implementing policies and strategies, and contributing to the development and review of the Associations Policies, By laws and Constitution, in consultation with the Policy President and other members of the Executive Committee.
- (j) The Events Coordinator:
- i. Shall be responsible for the planning and organizing events hosted by the Association and ensure that they are well planned and efficiently run.

## ARTICLE XII: ELECTIONS

- (a) Admission of new members to the Association shall be held concurrent with the general elections for Officers of the WMUWA.
- (b) Elections shall be conducted by the Policy Committee
- (c) Rules published by the Policy Committee for the election of WMUWA officers shall govern
- (d) Candidates shall submit an application in the form provided by the Policy Chairperson.
- (e) All elections shall be by nomination seconding and secret ballot,
- (f) The result of the ballot shall be binding,
- (g) Where there is a tie between two nominees the Policy Chairperson shall have a second casting vote.

## ARTICLE XIII: AMENDMENTS TO THE CONSTITUTION

- (a) The Provisions of the WMUWA Constitution can be amended by vote at a General Meeting.
  - i. All members must be notified at least 14 days before the General Meeting at which there will be a motion to amend the Constitution,
  - ii. Valid reasons must be submitted in writing to all members of the Association explaining the purpose of amending provisions of the Constitution,
  - iii. The Constitution may be amended by no less than seventy five percent (two - thirds) of the votes cast by members of the Association in good standing and in attendance at a General Meeting.

#### ARTICLE XIV: CONTRIBUTION

- (a) Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members and the WMU staff advisors.
- (b) The Association may accept subscriptions, donations, gifts and endowments and to make drives for funds by way of appeals to the public and promoting events and other forms of entertainments subject to approval from the relevant authorities.
- (c) Any contributions and / or gifts shall be the property of Association.

#### ARTICLE XV: INTERPRETATION

- (a) In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have power to use its own discretion.
- (b) The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

#### ARTICLE XVI: DISSOLUTION

- (a) The Association may discontinue its operations, settle its affairs, and voluntarily dissolve upon the affirmative vote of not less than seventy five percent (two thirds) of the votes entitled to be cast by its members present in person or by proxy.
- (b) The association shall designate a committee of three of its members, who shall on behalf of the association and within the time fixed in their designation, or any extension thereof, liquidate the association's assets, pay its debts and expenses.
- (c) The Treasurer and Assistant Treasurer shall be involved in the dissolution and winding up of the Association.

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## ANNEX 2

### WMU Women's Association Policy Document (Officer Position Descriptions)

- (a) The responsibilities of the **President** include the following:
- a. Shall be the official spokesperson of the organization.
  - b. Shall be responsible for creating, communicating, and implementing the Association's vision, mission, and overall direction.
  - c. Leading, guiding, directing, and evaluating the work of members of the Executive Committee.
  - d. Shall have the authority to fill vacant officer positions by appointment. Appointments into vacant offices may be reviewed by members of the Executive Committee.
  - e. Shall be responsible for calling and publicizing meetings of the organization and the board
  - f. May select the matters to be addressed and/ discussed in the next General Meeting Agenda.
  - g. Shall delegate event-planning responsibilities to other board members and determine what events will be sponsored each year. Events selected to be sponsored may be reviewed by members of the Executive Committee.
  - h. Formulating and implementing the strategic plan that guides the direction of the Association.
  - i. Overseeing the complete operation of the Association in accordance with the direction established in its objectives and purpose.
  - j. Maintaining awareness of the Association in the international Maritime Sector, opportunities for expansion and ensuring that the Association's vision, purpose and objectives reflect new industry developments and standards.
  - k. She shall be responsible for ensuring the general health, effectiveness and productivity of the organization.
- (b) The responsibilities of the **Vice-President** shall include the following:
- a. Shall assist the President in the general running of the organization and oversee matters in the President's absence.
  - b. Shall preside at any General Meeting where the President is absent.
  - c. The Vice-President will automatically assume the office of the President if the latter office, for any reason, should become vacant.
  - d. Shall have the responsibility to review the state of the physical facility and property held by the Association for its use and to determine any existing needs, maintenance, development and any other aspects concerned with any facility and any property.
  - e. The Vice-President will assist in carrying out the duties of the President as may be required by the President.
  - f. The Vice-President may be called upon to perform other duties or responsibilities on instruction from the President and/ or members of the Executive Committee.

- (c) The responsibilities of the **Secretary** shall include:
- a. Shall be responsible for recording the minutes of all Annual and General Meetings of the Association and General Meetings of the Executive Committee. The recorded minutes must be sent to all members of the Association.
  - b. Keep all records, except financial, of the Association and shall be responsible for their correctness.
  - c. Must maintain a file of such minutes, as approved by the Associations members, in good order and for transfer to the next elected Secretary for continuity of the affairs of the Association.
  - d. Shall keep minutes of all General and Committee meetings and shall maintain an up-to-date Register of Members at all times.
  - e. Shall prepare agendas for all General Meetings after consolidating with members of the Executive Committee.
  - f. Is responsible for sending notices to the general body of members concerning meetings as instructed by the President. The Secretary is responsible for sending any other notices to the General Body which may be required by the Association.
  - g. The Secretary is required to maintain copies of the Constitution and By-laws, amendments thereto with appropriate dates, the reports of committees, and other relevant documentation of the Association. These files must be retained in good order by the Secretary until the election of the new Secretary is made.
  - h. If the Secretary is unable to attend a General Meeting, the Assistant Secretary must assume all responsibilities of the Secretary for the purpose of the General Meeting held.
- (d) The responsibilities of the **Treasurer** shall include:
- a. Keeping all funds and collecting and disbursing all moneys on behalf of the Association.
  - b. Keeping an accurate account of all monetary transactions and shall be responsible for their correctness.
  - c. Keeping record of any sponsorships and other financial support received by the Association.
  - d. Maintaining all bank records.
  - e. Reporting the bank finances of the Association to the Executive Committee as directed.
- (e) The responsibilities of the **Public Relations Officer** shall include:
- a. Monitoring the public image of the Association.
  - b. Dealing with enquiries from the public, the press, and related organizations.
  - c. Providing clients with information about new promotional opportunities and current PR campaigns progress.
  - d. Updating and maintaining the Association's contact details on all relevant media platforms.
  - e. Analyzing media coverage of the Association.
  - f. Commissioning or undertaking relevant market research.





- d. Guiding policy development aimed at ensuring that the members of the Association fulfil their commitments.
  - e. Encouraging the members of the Association to be credible and accountable in completing all tasks and responsibilities in their respective office roles.
  - f. Leading development of the Association's policy and advocacy strategies,
  - g. Developing the content, through writing and commissioning, of the Association's research reports, policy reports and policy briefings.
  - h. Monitoring any developments in international maritime policy and provide regular updates to support the Association's members to engage with major maritime issues effecting the role of women in maritime education and training and non-discrimination programs.
  - i. Responding to external policy developments and opportunities relating to the purpose and objectives of the Association.
  - j. Coordinating the elections, announcing the new Executive Committee and Council of the incoming year.
- (i) The responsibilities of the **Policy Officer** shall include:
- a. Reviewing, developing, and implementing policies and strategies.
  - b. Contributing to the development and review of the Associations Policies, By laws and Constitution, in consultation with the Policy President and other members of the Executive Committee.
  - c. Providing information and advice to the Association on legislative provisions which may affect the Executive Committee's powers, operations and responsibilities.
  - d. Contributing to the development of strategies which will enable the Association to be adequately resourced to undertake appropriate roles and responsibilities and to deliver efficient and effective services to its members and others involved in the Maritime Sector.
  - e. Assisting in the progression of enhanced relationships between the Association and other organizations within the Maritime Sector.
  - f. Providing timely and accurate advice and information to the Association.
  - g. Undertaking research and assisting in the preparation of responses, submissions and reports on matters relating to matters of the Association.
  - h. Contributing to the coordination of major events and conferences held by the Association.
  - i. Assisting with the development of papers, briefings, reports or project briefs.
- (j) The responsibilities of the **Events Coordinator** shall include:
- a. Planning and organizing events hosted by the Association and ensure that they are well planned and efficiently run,
  - b. Planning the theme, time, date and venue for the event and consult this information to the Public Relations Officer and Secretary, as they need to ensure that all interested persons, organizations and members of the Association have received invitations and are aware of the event.
  - c. Selecting the entertainment and food to be served at the even once the venue for the event has been established.
  - d. Negotiating the type and costs of services to be provided, in line with a budget, to be consulted with the Treasurer,

- e. Setting up registration tables for conferences as well as meeting rooms, reception areas and meals,
  - f. Finding solutions to any problems that arise concerning services or programs provided,
  - g. Ensuring that any equipment and technology is set up properly for a formal presentation to be delivered by the Association.
  - h. Soliciting and invite members to be serve on their Committee and assist with upcoming events.
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