



## WGO Executive Committee Requirements

This document is meant to serve as a guide for Executive Committee members. All members are expected to attend monthly board calls and actively participate in activities of the organization.

### President

#### Time Commitment:

- Approximately 30 to 40 hours a month.
- Travel commitment (meetings such as DDW, UEG, APDW, and WGO annual meeting)

#### Responsibilities:

- Assumes the role of President on the second to last day of the World Congress every two years. In 2021, this will take place during Gastro 2021 in Prague on December 10, 2021. Serves in the role for two years followed by Past President for two years.
- Presides at all Executive Committee and Governing Council meetings in addition to in-person WGO meetings.
- Serves on several WGO committees including Nominations, Finance, as well as serves on the Joint Steering Committee for WGO meetings and congresses.
- Nominates committees and task forces and presents to the Nominations and/or Governing Council for approval. Will serve as Chair of Nominations as Past President.
- Participates in external meetings with stakeholders on behalf of WGO.
- Works with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship and resource development. Meets weekly by video call.

### Past President:

#### Time Commitment:

- Approximately 20 to 30 hours a month.
- Travel commitment (meetings such as DDW, UEG, APDW, and WGO annual meeting)

#### Responsibilities

- Assumes the role of Past President on the second to last day of the World Congress held every two years. In 2021, this will take place during Gastro 2021 in Prague on December 10, 2021. Serves in the role for two years.
- Presides at all WGO meetings and organization events in the absence of the President and President-Elect.
- Participates in external meetings with stakeholders on behalf of the WGO at the request of the President.
- Assists with the mentoring and transition of new officers onto the Executive Committee.
- Attends all Executive Committee and Governing Council meetings in addition to in-person WGO meetings.
- Serves on several WGO committees including Nominations, Finance, as well as serves on the Joint Steering Committee for WGO meetings and congresses.
- Serves as Chair of Nominations.
- Works with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship and resource development.

## President-Elect

### Time Commitment:

- Approximately 20 to 30 hours a month.
- Travel commitment (meetings such as DDW, UEG, APDW, and WGO annual meeting)

### Responsibilities

- Assumes the role of President-Elect on the second to last day of the World Congress held every two years. In 2021, this will take place during Gastro 2021 in Prague on December 10, 2021. Serves in the role for two years followed by President for two years and Past President for two years.
- Presides at all WGO meetings and organization events in the absence of the President.
- Participates in external meetings with stakeholders on behalf of the WGO at the request of the President.
- Assists with the mentoring and transition of new officers onto the Executive Committee.
- Attends all Executive Committee and Governing Council meetings in addition to in-person WGO meetings.
- Serves on several WGO committees including the Foundation and Finance Committee, as well as serves on the Joint Steering Committee for WGO meetings and congresses.
- Works with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship and resource development.

## Treasurer

### Time Commitment:

- Approximately 20 to 30 hours a month.
- Travel commitment (meetings such as DDW, UEG, APDW, and WGO annual meeting)

### Responsibilities

- Assumes the role of Treasurer on the second to last day of the World Congress held every two years. In 2021, this will take place during Gastro 2021 in Prague on December 10, 2021. Serves in the position for a maximum of two, two-year terms.
- Ensures that approved funds management, investment, and other fiscal policies and procedures are followed, and recommends improvements as appropriate.
- Reviews WGO expenditures and financial status on regular basis to ensure overall financial integrity.
- Serves as chair of the Finance Committee.
- Serves on other WGO committees including the Foundation and Joint Steering Committee for WGO meetings and congresses.
- Participates in all Executive Committee and Governing Council meetings and presents financial reports to the leadership at meetings.
- Participates in external meetings with stakeholders on behalf of the WGO at the request of the President.
- Works with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship and resource development.
- The Treasurer shall examine the credentials of the member society delegates prior to any General Assembly of WGO, and present these credentials to the Governing Council of WGO for their approval as a prerequisite for gaining admission to the General Assembly. The Treasurer shall serve for up to two, two-year terms.

## Secretary General

### Time Commitment:

- Approximately 20 to 30 hours a month.
- Travel commitment (meetings such as DDW, UEG, APDW, and WGO annual meeting)

### Responsibilities

- Assumes the role of Secretary General on the second to last day of the World Congress held every two years. In 2021, this will take place during Gastro 2021 in Prague on December 10, 2021. Serves in the position for a maximum of two, two-year terms.
- Serves as the liaison between WGO and the WGO member societies and will be responsible for the duties assigned by the President and Governing Council.
- Attends all Executive Committee and Governing Council meetings in addition to in-person WGO meetings.
- Participates in external meetings with stakeholders on behalf of the WGO at the request of the President.
- Works with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship and resource development.

## At-large Member

### Time Commitment:

- Approximately 20 to 30 hours a month.
- Travel commitment (meetings such as DDW, UEG, APDW, and WGO annual meeting)

### Responsibilities

- Assumes the role of At-large Member on the second to last day of the World Congress held every two years. In 2021, this will take place during Gastro 2021 in Prague on December 10, 2021. Serves in the position for a maximum of two, two-year terms.
- Responsible for the duties assigned by the President and Governing Council.
- Attends all Executive Committee and Governing Council meetings in addition to in-person WGO meetings.
- Participates in external meetings with stakeholders on behalf of the WGO at the request of the President.
- Works with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship and resource development.

## Responsibilities for all Governing Council Members:

- Actively participates in regularly scheduled teleconferences.
- Ensures ongoing communication with the Governing Council as well as the membership.
- Serves as the liaison to one or more committees as appointed by the Governing Council.
- Maintains relationships with sponsors.
- Is available to any member by phone or email to answer questions, provide consultation, and respond to concerns; refers questions to appropriate staff for follow-up.
- Keeps Governing Council and staff informed about issues or trends of concern to members.
- Reports significant problems or concerns to the appropriate staff, GC member, or committee chair.
- Assists in carrying out the duties of the Governing Council to help set the strategic direction using available resources of the organization.
- Becomes familiar with the WGO bylaws, policies and procedures, organization functions, and the conduct of effective meetings.
- Works closely with staff to accomplish position responsibilities.
- Represents organizational issues to external groups as requested.