

## **EXTRACT TAKEN FROM STATUTES FUNCTIONS AND DUTIES OF OFFICERS**

### **Article VII Functions and Duties of Officers**

**Section 1.** The President shall have been previously involved with the Federation, such as having served on the Board, in a committee, a working group or project. The President shall be Chairperson of the Board and of the Executive Committee. The President shall preside at all meetings of the General Assembly of the Federation. The President shall be entitled to cast a vote on all issues before the Board and the Executive Committee. The President, together with the CEO, may make and sign in the name of the Federation contracts, obligations and instruments in the ordinary course of business and other contracts, obligations and instruments when authorised by the Board. The President shall be a Member of all Committees and Boards of the Federation unless the Board by resolution specifies otherwise. The President shall be concerned specifically with all medical and public health matters of the Federation and shall in particular be its public spokesperson. The President shall have the power to delegate any appropriate duties to any other officer of the Federation. The President shall have such other powers and duties as may from time to time be assigned by the Board.

**Section 2.** The Vice-President shall be a Member of all Committees and Boards of the Federation, including the Executive Committee, unless the Board by resolution specifies otherwise. The Vice-President, in particular, shall be concerned with the administrative and financial affairs of the Federation and the development and coordination of Member activities.

**Section 3.** The Treasurer/Secretary shall be a non-medical person, with recognized expertise in finance and management, and shall be a Member of the Board and of the Executive Committee of the Federation. The Treasurer/Secretary shall have charge of, and be responsible for, the funds and securities of the Federation which shall be deposited in accordance with the instructions of the Finance Committee. The Treasurer/Secretary shall be responsible for proper accounting procedures and controls in maintaining the books and records of accounts of the Federation and shall render such financial statements to the Board as may be requested. The Treasurer/Secretary shall ensure proper audit of the accounts as soon as possible after the end of the fiscal year, which corresponds to the calendar year, but in any case not later than 31 May. The annual statements shall be submitted to the first meeting of the Board after their preparation, and then made available to the membership.

Subject to resolution by the Board, the Treasurer/Secretary, together with the CEO, is authorised to endorse for deposit or transfer the name of the Federation on cheques, drafts, warrants and bills of exchange, to give receipts and releases in the name of the Federation for cash, securities and other property delivered to it, and to make disbursements for vouchers, payrolls, drafts and other expenditures during the ordinary course of business of the Federation.

The Treasurer/Secretary shall ensure that the records of the Federation and the minutes of all meetings of the General Assembly and the Board are maintained. The Treasurer/Secretary shall give notice of all meetings as required by the Statutes and shall be responsible for arranging the General Assembly. The Treasurer/Secretary shall receive and process applications for membership and notices of resignation and shall be responsible for ensuring the maintenance of good standing by Members and the initiation of suspension procedures when appropriate.

The Treasurer/Secretary shall have such other powers and duties as may from time to time be assigned by the Board. He/she shall be a Member, *ex-officio*, of the Scientific and Policy Advocacy Committee.

**Section 4.** The Chairperson of the Science, Policy and Advocacy Committee shall be a medical person who will also have intimate knowledge of the work of a national heart foundation. The Chairperson of the Scientific and Policy Advocacy Committee will be an *ex-officio* Member of all Working Groups and Expert Panels and will also be a Member of the Board and of the Executive Committee of the Federation. The term of office will be four years.