



Statement of Mutual Expectations and Responsibilities

Responsibilities of IFUW leaders and staff are to:

1. Promote and implement international advocacy on IFUW priority issues and policy resolutions adopted by Conference and/or Council
 - giving NFAs a collective voice in international debate and policy formulation through year-round representation at the United Nations (UN), its specialized agencies and key international conferences; coalition work with other international non-governmental organizations (NGOs); and joint projects with UN specialized agencies
 - reporting regularly to NFAs about these activities and keeping NFAs informed about current issues and possible action in which NFAs and members can play a role
2. Prepare and distribute materials on the full range of IFUW programmes, including the Study and Action Programme (SAAP)
3. Offer leadership, organizational and membership development training and materials
4. Advise on organizational development and constitutional issues
5. Provide project development training, materials, and advice, as well as information on external funders
6. Organize triennial international conferences open to members of all NFAs
7. Offer international fellowships/scholarships and inform NFAs about fellowship opportunities available to members through other NFAs
8. Develop and maintain policies and practices to ensure good stewardship of resources
9. Liaise with NFAs principally through the President and the CIR
10. Inform NFAs regularly about IFUW activities
11. Use new technologies to communicate as widely as possible with members and potential members
12. Work with NFAs to explore ways to enable them to fulfil their dues obligations
13. Promote and facilitate the creation of inter-NFA partnerships – through the Bina Roy Partnership in Development Programme, membership mentoring arrangements, as well as NFA to NFA and branch-to-branch links.

International Federation of University Women

Fédération Internationale des Femmes Diplômées des Universités

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14. Facilitate the exchange of information between NFAs about national programme activities and strategies
15. Encourage international connections among members.
16. Provide informal support for regional groupings of NFAs

Responsibilities of NFA leaders and members are to:

1. Support IFUW principles and policy
2. Participate in IFUW activities, including facilitating NFA representation at IFUW Conferences and Councils and integrating the IFUW Study and Action Programme theme in the national programme and plan of action
3. Take follow-up action at the national and local level on relevant IFUW policy resolutions adopted by Conference and Council
4. Communicate information about IFUW activities to all members / branches. Encourage translation of key IFUW materials into local languages for wider dissemination
5. Initiate, monitor and evaluate one or more programmes or projects that will advance IFUW priorities and bring visibility to IFUW and the NFA; encourage each branch to offer its own programme or project; and designate a NFA project coordinator who reports annually to IFUW
6. Report at regular intervals to IFUW on national and local activities
7. Identify an active Coordinator for International Relations (CIR) position on the executive body of NFA, name the CIR annually for IFUW and encourage branches to create a similar position
8. Pay annual dues promptly in accordance with IFUW By-Laws, whether a direct payment or with the assistance of the Bina Roy Partners in Development Programme
9. Report accurate membership numbers to IFUW on an annual basis
10. Offer possibilities for full membership to any interested woman graduate who meets IFUW's minimum academic criteria, irrespective of race, nationality, religion or political opinion
11. Follow democratic principles in its constitution and in practice, including holding of annual/biennial meetings and free elections and ensuring transparency in all its actions
12. Offer wide opportunities for leadership and inclusion in decision-making, rotation of leaders and limits on terms of office
13. Undertake activities in order to promote membership growth and create and support new branches, by conducting regular assessment of needs and strategies and providing leadership training
14. Respond to all interested graduate women referred to the NFA by IFUW
15. Participate in IFUW regional groupings and create links to regional institutions