Roles and Responsibilities of ISPAD President

From Articles of Association (July 2008; amended by special resolutions 10/12/2012 and on ... 2016) and from the ISPAD Constitution

The President of ISPAD shall during the term of office (2 calendar years beginning from the close of one annual general meeting and expiring at the close of the annual general meeting approximately two years later) lead the Executive Board.

The president shall hold office for one term only.

The president may be re-elected to an office (president, secretary-general, treasurer) if there has been a period of not less than one year since last holding office.

The President shall:

• Preside over the Annual Scientific Meeting working closely with the local organizers on behalf of the Society and serve as ex-officio member of the annual meeting program and scientific oversight committee
• Lead the Executive Board
• Represent the Society at official functions, meetings, courses etc.
• Communicate with other national and international organizations and/or diabetes interest groups on behalf of the Society
• With advice and consent of the Executive Board appoint: the Chairperson and members of all current and future committees and task forces as well as the Editor and any associates or assistants for all publications of the Society for one year terms of office
• Be responsible for coordination of finance and fund-raising efforts to support the aims and objectives of the Society.
• Be responsible for use of ISPAD’s logo and name to support the aims and objectives of the Society upon recommendation from the Steering Committee
• Contribute the President’s message for ISPAD monthly newsletter

ISPAD shall be represented towards third parties and in legal proceedings by its President, signing alone or by the Secretary-General and Treasurer jointly as defined in Article 15 hereof, signing jointly. The President is entitled to sub-delegate specific powers.

Business meetings

Present a 3-year strategic plan at the Winter Meeting with updates at subsequent meetings during annual conferences ADA and ISPAD.

1. Winter Meeting in February immediately before ATTD Annual Meeting in Europe; Treasurer may meet on Monday; rest of Executive Committee meet on Tuesday and Wednesday; meeting is under the direction of Secretary-General);
2. **ISPAD’s Corporate Advisory Board Meetings** to be held on the Wednesday morning before ATTD Meeting and ahead of the Annual Conference (two per year)

3. **ADA Meeting of Advisory Committee (June), in conjunction with American Diabetes Association**
   - Selection of ISPAD prize winners
   - Drash and JDRF fellowships
   - ISPAD research grants
   - Selection of venues for future meetings

4. **ISPAD Annual Conference Meeting of EB (all day) and then AC (all day) before the Annual Conference**

   Monthly telephone conference calls (K.I.T. Group and Executive Board)

   Quarterly telephone conference call Secretary-General and with members of Advisory Council

   Ad hoc telephone conference calls with K.I.T. Group, conveners of Annual Conference, others as necessary, including emergency calls, if needed, (e.g., when the Lantus/cancer publications were released)

   Co-sign minutes of meetings after approval of the attendees

   In collaboration with EB and ISPAD’s Corporate Relations Advisor meets with Corporate Partners at convenient times during ATTD and ADA.

**Annual Conference**

Determine need for Site visit with convener of Annual Conference at a mutually convenient time
   - President’s dinner
   - Speakers’ dinner
   - Networking and recognition dinner
   - Finalize scientific program: topics, speakers, chairs, etc.

Together with local convener(s) welcome delegates and open the Annual Conference

Introduce winner of ISPAD Prize for Scientific Achievement or winner of Lestradet Prize invited to give a lecture.

Host the **President's dinner** determine guest list, past Presidents, EB, AC and PD Editors, Guidelines Editors, others who have served ISPAD during the year, and welcome guests, and farewell EC and AB who are completing their terms.
Speakers’ dinner (local convener is official host) – brief welcome and thank you speech

Hosts Networking and Recognition Dinner; awards various ISPAD prizes including best oral and poster presentations

Closes the Scientific meeting and facilitate transfer of the ISPAD flag to the Convenor of the next Annual Conference

Presents highlights of the annual Presidential Report at the Annual General Meeting.

Present gifts as tokens of appreciation to Executive Board members completing service (at the meeting of the Annual General Assembly)

Gifts for local conveners

Preparation of an Annual Report (highlights are presented at meeting of the Annual General Assembly)

International Diabetes Federation and other partner societies

By signed agreement with IDF, the ISPAD President gives the ISPAD lecture at IDF meeting (occurs every 2nd year).

ISPAD President receives free registration; cost of accommodation and travel at IDF Meeting

ISPAD pays for IDF speakers at ISPAD Annual Conference (biennially),

ISPAD pays for speakers at Joint Society Symposium at ISPAD’s Annual Conference: ATTD (annually), APPES (biennially), ESPE (annually) and ADA (annually) joint symposium. Sister societies pay for ISPAD speakers at joint symposium at their own (annual or biennial) meetings.