Roles and Responsibilities of ISPAD Secretary-General

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

General meetings including the Annual Business Meeting held at the Annual ISPAD conference, the Winter Business meeting, the Executive Board (EB) & Advisory Council (AC) meeting in the summer held at the ADA Scientific Session as well as monthly EB committee video calls and quarterly EB/AC tele-calls shall be chaired by the Secretary-General or in his/her absence the President.

Winter meeting (in February) at offices of K.I.T. Group in Berlin; treasurer meets on Monday; rest of Executive Committee meet on Tuesday and Wednesday; meeting agenda created by Secretary-General who also runs the meeting.

Summer meeting of Executive Committee in conjunction with ADA (June), including representatives from K.I.T. Group, Advisory Council members; includes individual meetings with industry representatives: NovoNordisk, Lilly, Sanofi, Medtronic, Insulet, Johnson & Johnson, etc. (Additional opportunities to meet with industry partners at scientific conferences such as IDF, ATTD, and others.) At this summer meeting (or if more time is necessary as agreed upon at the summer meeting then during the fall):

- Selection of:
  - ISPAD prize winners
  - Drash fellowships
  - ISPAD-JDRF research grants
  - Selection of venues for future annual scientific meetings
  - Selection of special travel grants

Ad hoc telephone conference calls with K.I.T. Group, conveners of Annual Conference, others as necessary

The Secretary-General shall preside over the Executive Board and shall have a second or casting vote in the event of an equality of votes. The Secretary-General and the Treasurer shall hold office for one Term. Upon the expiry of the Term, the Secretary-General and the Treasurer shall be eligible for reelection for a second Term. The Secretary-General and the Treasurer shall each serve a maximum of two Terms. The Directors must keep minutes of all: appointments of officers made by the Directors; proceedings at meetings of the Charity; meetings of the Directors and committees of Directors including:

- the names of the Directors present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions.

The minutes shall be signed by the Secretary General, and after approval of the attendees, also by the President
ANNUAL REPORT AND RETURN AND REGISTER OF CHARITIES

The Directors must comply with the requirements of the Charities Act 2011 with regard to: the transmission of the statements of account to the Charity; the preparation of an annual report and its transmission to the Commission; the preparation of an annual return and its transmission to the Commission.

The Secretary-General must give all members who are entitled to receive notice of a general meeting not less than seven nor more than 90 clear days’ notice of any resolution to be put to the e-voting to appoint a Director. The Secretary-General must call a meeting of the Directors if requested to do so by a Director.

The Executive Board shall act as a nominating committee for elections to the Steering Committee and the Advisory Council. The Secretary-General shall prepare a slate of nominees for consideration by the General Assembly.

The Secretary-General shall (taken from the ISPAD Constitution):

a. keep all business records and communicate all matters of importance to elected and appointed officers as well as the membership.

b. be responsible for records of communications with other national and international medical, scientific and diabetes interest groups, societies, associations and federations

c. keep a current listing of name, address, telephone, fax and e-mail numbers of all members and make this available to the membership with the support of K.I.T. Group.

d. be responsible for all membership applications submitted to the Society, with the support of K.I.T. Group.

e. convene all meetings of the Steering Committee and all meetings of Executive Board with an appropriate agenda of items submitted by all members and keep written minutes of the proceedings.

f. convene all Meetings of the annual General Assembly with an appropriate agenda created with advice of the Executive Board and keep written minutes of the proceedings.

g. coordinate all awards proffered by the Society

h. prepare at least one annual report and submit such report for approval to the Executive Board and the General Assembly.

21.5 All responsibilities not specifically designated to other officers and officials shall remain with the Secretary-General.

Specific time-lines for activities include:

1) Communication of agendas for EB & AC calls and business meetings in advance of teleconferences and meetings and approval of minutes after.

2) Coordination of meetings with industry partners at scientific conferences and other opportunities in advance of meetings.

3) With EB, oversight of committees. Timing of awards, fellowships, and roving reporters as per these committee deadlines (see specific committee documents).
4) Approval of monthly newsletters created by K.I.T Group.
5) With President, local conveners, and International Organizing Committee create scientific conference including speakers with the goal of inviting speakers 8-10 months in advance. Begin this process in a meeting at the end of each scientific conference.
6) In conjunction with the President, maintain relationships with other professional societies/organisations including:
   a. 8.1 LFaC
   b. 8.2 CdIC NN
   c. 8.3 ESPE
   d. 8.4 EASD
   e. 8.5 IDF
   f. 8.6 Helmsley Charitable Trust
   g. 8.7 ADA
   h. 8.8 JDRF
   i. 8.9 PES
   j. 8.10 APEG
   k. APPES (2 different organizations)
   l. 8.11 ISPAE
   m. 8.12 ASPED
   n. 8.13 GPED
   o. 8.14 ATTD
   p. 8.15 PETC(W)A
7) Identify liaison to SWEET
8) Oversee & support website and communications that are currently managed by the Communications Director, co-opted to the EB, and K.I.T. Group.
9) Oversee organization of postgraduate courses: ISPAD courses, ISPAD supported courses, ISPAD-endorsed courses