

## Secretaries Committee Charter

### 1. **Membership**

- a. As dictated by the Constitution or Bylaws (describe) \*
- b. As described by Policies and Procedures (describe)
- c. Co-opted members

### 2. **Term of Appointment**

- a. Secretaries of all (national- and transnational) affiliated societies
- b. Chairman and vice-chairman appointed within the committee
- c. usually period between 2 world conferences

### 3. **Committee function, scope and responsibilities**

- a. Provide broad platform for information exchange between the IFMBE officials and the affiliated societies
- b. Give the opportunity for mutual contacts between secretaries and/or representatives of affiliated societies
- c. Formulate proposals to the Administrative Council for future actions
- d. Vote on proposals formulated by the Administrative Council

### 4. **Responsibilities of Chair**

- a. Formulate the order of the day of the Secretaries Committee meetings
- b. Conduct the committee meetings
- c. Provide reporting and dissemination of the Secretaries meetings and annex activities

**5. Responsibilities of Vice Chair**

Reporting and representing the chair if he is absent

**6. Procedures**

The IFMBE Secretariat keeps an "up-to-date" list of the Secretaries of affiliated societies;

Via this list, mailings are organized to prepare the meetings and to do the follow-up

**7. Time table**

Brief report of the previous meeting of the committee as soon as possible after the meeting

Invitations for the next meeting of the committee before March

Documents, order of the day and full report at least 1 month before the committee meeting.