



SECRETARY GENERAL - introduction

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EFOMP new officers introductory course / jaroslav.ptacek@fnol.cz



SECRETARY GENERAL (SG) in EFOMP

- belongs to the group of *executive officers* – president, past-president (vice-president), secretary general and treasurer
- primarily takes care of the organisational part of EFOMP activities
- how to become?
 - assistant secretary general – nominated by National member organisation (NMO)
 - term of office 1 year – together with secretary general in office
 - secretary general – automatic after assistant secretary general
 - term of office 3 years
 - past-secretary general – automatic after secretary general
 - term of office 1 year
- operates according to EFOMP manual
 - takes care of its updating according to any changes in EFOMP internal procedures

SG - data

- NMO data
 - collects NMO data (NMO board, NMO delegates) and asks for updates
 - keeps the list of NMO presidents and delegates
 - available for Officers upon request
 - calls for update of nmos@efomp.org emailing list (delegates)
 - calls for update of presidents@efomp.org emailing list
 - call for website update
 - manages requests of National organisations to become NMOs
 - Committee data
 - keeps committees composition data and updates upon request from committee chairs
 - EFOMP representatives
 - keeps the list of EFOMP representatives in various organisations and updates according to changes on this positions
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SG - secretary

- messages to NMOs
 - sends emails to NMO presidents and delegates based upon the request from EFOMP officers
 - emailing lists nmos@efomp.org and presidents@efomp.org can be used ONLY by SG
 - see EFOMP Internal Policy on Email Lists
- organizes teleconferences
 - schedules tconfs using GoToMeeting software upon request from EFOMP officers
 - see EFOMP Internal Policy on GoToMeetings
- documents
 - takes care of using documents in EFOMP visual style
 - create document templates upon request from officers
- cooperates with EFOMP secretary and treasurer
 - mainly in matters involving money – NMO membership, EEB payment, expenses claims, ...
- scrutineer for all polls (usually the second one is the secretary of EFOMP)

SG - meetings

- Officers and council meetings
 - asks NMOs to bid to host Officers and council meetings (OM, CM)
 - must be done in sufficient advance of time (usually 12 months before)
 - OM – spring (April) and autumn (September) – each year
 - CM – together with OM in autumn – each year
 - each second year (even) together with European Conference of Medical Physics (ECMP)
 - asks officers for their attendance plans (usually 5 months before) – to communicate this information to NMO local organizers
 - see EFOMP info accommodation leaflet
 - asks NMO delegates for their presence during CM and CM lunch and dinner (3 months before)
 - solves any organisational request from EFOMP officers with local organizers
 - collects all *EFOMP expenses claim* forms from all officers after the meeting is over

SG - meetings

- prepares OM agenda:
 - asks officers for ORFs (Officer Report Forms) – 3 months before OM (4 weeks)
 - prepares agenda draft based on ORFs and sends it to President – 2 months before (4 weeks)
 - circulate the final agenda among officers – 1 months before
 - prepares CM+AGM (Annual General Meeting) agenda:
 - asks officers for ORFs (Officer Report Forms) – 3 months before CM (4 weeks)
 - asks NMO delegates to provide report to be presented during CM – 3 months before (4 weeks)
 - prepares agenda draft based on ORFs and sends it to President – 2 months before (4 weeks)
 - circulate the final agenda among officers and NMO delegates – 1 months before
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SG - nominations

- calls for nomination of vice-president, treasurer, secretary general and vice-chairs:
 - launch such calls during February each year based on terms of service of officers
 - nominations from NMOs should be done before 15th May
 - checks documents for completeness
 - circulate nominations among EFOMP officers (1 week)
 - launches an email call to NMO delegates to vote between end of May and June
 - sends results to NMO presidents and EFOMP officers by the end of July
- calls for nomination of Honorary member and EFOMP medal
 - in a year before ECMP, by the end of March (the result is announced during ECMP)
 - alternatively Honorary member / EFOMP medal (2019 – medal, 2021 – honorary member, ...)
 - submits nominees to Council for vote

SG – ECMP

- calls for invitation to host ECMP (European Congress of Medical Physics):
 - launch such a call 3 years in advance – in a year X for ECMP(X+3)
 - bids must be received before 30rd November of a year X
 - Review Group of EFOMP creates a summary – before 31st January of a (X+1), which SG sends to EFOMP board for approval
 - example:
 - in 2019 SG will send invitations to host ECMP2022
 - bids should arrive before 30rd November 2019
 - review must be ready before 31st January 2020 (the year of ECMP2020)

SG – EEB

- SG is a secretary of EEB (European Examination Board)
 - provides administrative and organisational support to EEB
 - collects applications and administer them to EEB assessors
 - collects responses from assessors
 - informs applicants
 - organises EEB exams – together with local organisers – accommodation of assessors, rooms, refreshment, time-table, lunches, dinners, etc.
 - creates certificates to be send to succesfull participants



SG – commonly used abbreviations

- NMO – national member organisation
 - EEB – European Examination Board
 - OM – officers meeting
 - CM – council meeting
 - AGM – annual general meeting
 - EMPNews – European Medical Physics News
 - EJMP – European Journal of Medical Physics
 - ESMPE – European School for Medical Physics Experts
 - PS No. – Policy Statement No.
 - MP – medical physics / physicist
 - MPE – medical physics expert
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EFOMP officers

- EFOMP officers are also appointed as Directors of the UK company – The Federation of Organisations for Medical Physics – a Company Limited by Guarantee and not having a share capital. Registered number 6480149.
 - EFOMP is required under UK company law to provide information about its Board members each year to the regulatory authority at Companies House.
 - New officers / Directors will be asked to complete a Directors Details form and a ‘Consent to Act as an Officer’ form when you start in the role of officer.
 - Officers are required to have regular Board meetings and to keep minutes.
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Legal Responsibilities of Officers

- UK Company Law details legal responsibilities on Directors including:
 - Duty to promote the success of the company
 - For the benefit of members, with regard to fostering business relations with suppliers, customers and others; maintaining reputation for high standards of business conduct; and to act fairly between members of the company
 - Consider the likely long term consequences of any decision and to act in good faith
 - Duty to exercise reasonable care, skill and diligence
 - Monitor Position outside your area
 - Generally entitled to rely on fellow Directors, but not absolved from responsibility. Directors need to ensure that are getting proper information and that decisions are taken with proper consultation and discussion

Section 172, 174 Companies Act 2006

Conflicts of interest

- Officers are required to declare at least annually their occupation and any commercial interest or other conflict of interest that may occur in the conduct of their duties
 - Officers must not put themselves in a position where the interests of the company conflict with their personal interest or duty to a third party
 - Officers must not profit out of their position as a Director unless they are permitted to do so by the company
 - Officers must act bona fide in what they consider is in the interests of the company
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