


<p style="text-align: center;">INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE Official Observer Status to COMEDS</p>	
<p>SOP for the Secretary General CIOMR</p>	<p>Number : 4</p>
	<p>july 2006</p>

The position of SG comes up for election every 2 years. The officer is elected in person and may be reelected twice. Thereby continuity can be promoted. (Constitution VIII -6)

The tasks of the SG include:

- supporting the President and the other members of the Board during meetings
- organizing meetings
- taking appropriate after-meeting actions and preparing reports on meetings
- additional


Supporting the President and the other members of the Board during meetings

this concerns “everyday business”, such as reminding of obligations, preparing lists of items to be dealt with on short notice, keeping track of and initiating procedures for delegates who deserve official recognition, etc.

Organizing meetings

Midwintermeeting (MWM)

- ascertain correct dates (via permanent representative at NATO, or via CIOR Presidency)
 - talk with Belgian Delegate who is instrumental in organizing the MWM for
 - obtaining Conference Room Staff Building Quartier Reine Elisabeth
 - obtaining venue for Board VP meeting,
 - organizing interpreters
 - choosing/organizing “social outing” saturday afternoon
 - organizing dinner Saturday night
 - Request visit with Chairman COMEDS (Belgian Surgeon General, via ADC)
 - check with president about required visits, preceding MWM, and if there are any, organize
 - develop program outline (Board/VP meeting, attendance at CIOR General Councils, EC meeting(s), scientific session(s), CIOMR outing and dinner)
 - discuss agenda EC with President
 - discuss scientific program with chairperson Scientific Committee
 - check with CIOR Presidency on what is expected from the President in CIOR General Council(s)
 - write detailed program
 - choose relevant documents to include (parts of COMEDS Plenary report, drafts from WG-MT, financial items, trip reports, etc.)
 - prepare and mail booklet
(mailing list: Board, Past Presidents/SGs, Nat VPs, reps from “guest countries, VIPs, CIOR Presidency, chairmen CIOR Commissions, etc. (see attached list))
 - prepare agenda for Board/VP meeting
 - check with CIOR Presidency who is to be recognized/thanked and bring appropriate “trinkets”.
- Also bring articles for sale
- bring extra copies of program to Board/VP meeting
 - keep an eye on the timing of all meetings

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- pass an attendance list and an address list round during EC
- prepare a preliminary list of judges for the forthcoming First Aid Competition
- do everything necessary to have meetings run smoothly (check, check, and check again!)

Summer Congress

- ascertain correct dates, via local POC (usually the National VP of the organizing country)
- Remain in frequent contact with the POC during the 6-9 months preceding the Congress, over
 - the overall program
 - the organization of the First Aid Competition (see also SOP First Aid Competition)
 - the CIOMR Dinner
 - availability of simultaneous interpretation
- have prizes for First Aid Competition engraved (individual teams 1st 2nd 3rd 3 large cups and 9 small cups)
- make certain prizes for Best International Team (1 large cup and 3 small cups), Best Country Overall (N.U.T.S Award, the Netherlands)
- discuss agenda EC with President
- discuss scientific program with chairperson Scientific Committee (free papers session) and POC (host nation program)
- develop program outline within framework provided by POC
- check with CIOR Presidency on what is expected from the President during CIOR General Council(s), Opening/Closing and Prizegiving Ceremonies
- invite CIOR Presidency for CIOMR Dinner
- write detailed program
- prepare and mail booklet (see attached example)
- prepare agenda for Board/VP meeting
- check with CIOR Presidency and POC who is to be recognized/thanked and bring appropriate "trinkets" and articles for sale
- bring extra copies of program to Board/VP meeting
- keep an eye on the timing of all meetings
- pass an attendance list and an address list round during EC
- make certain that all prizes for the First Aid Competition (see attached list) are present at Prizegiving Ceremony and N.U.T.S. Award afterwards
- do everything necessary to have meetings run smoothly
- keep a keen eye on the execution of the First Aid Competition; make certain that an appropriate briefing of the Judges is held and that the results are made available to the competitors ASAP but the day after the competition at the latest

Taking appropriate after-meeting actions and preparing reports on meetings

- write "thank you letters"
MWM: organizing Belgian delegate. Chief of Belgian Defence Staff
Summer Congress: POC, chairman organizing committee, president national ROA
- obtain draft minutes from Assistant SG and finalize
- choose relevant documents to include
- prepare the booklet, after both MWM and Summer Congress

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