

AMDAANA Manual

The Background

At the Fort Lauderdale meeting in 2004, the three past presidents Drs. Sarjit Singh, Jagan Pahuja and Jagdish Bharara were given the task of writing the guidelines to help the new President, Secretary and the Executive Council to arrange the annual meetings in an orderly and successful way. We are really very sorry that we delayed our report for considerable length of time. Finally all three of us met recently and were joined by Dr. Sukhdev Sharma another past president and the founder president Dr. Satwant Singh. After considerable discussion we have come up with the following guidelines. We hope this will help the future Presidents, Secretaries and the Executive Council members in planning and conducting the annual meetings in an orderly manner.

As we all know the AMDAANA has been around over 25 years and many things have changed but the spirit of having fun and meeting old comrades has not diminished.

We have elected to describe the details under two headings.

1. Responsibilities of the Officers
2. Annual Meeting

The Responsibilities of the Officers.

It was never the intention of the founders that the organization will be run and the annual meetings arranged by the President or the Executive Secretary alone. It was meant to be run jointly by the President and the Secretary with help from the rest of the Executive Council. It was always an accepted fact that the President is responsible for the smooth running of the organization for that year. In his task the Executive Secretary helps him to arrange the annual meeting. In earlier years before internet was everyday affair, the Executive Council used to meet two times a year to plan and finalize the details of the annual meeting. With the advent of internet and E-mail it has become easier and it is strongly recommended that all Executive Council members should be kept informed and consulted. We suggest a minimum of Four (4) E-mails from the President to the Executive Council each year. The President and Executive Secretary/Treasurer should communicate lot more frequently.

The responsibilities of the officers are as Follows:

The President

He/She will chair all Executive Council and general body meetings. He/She is responsible for the final arrangements for the annual meeting in close collaboration with the Executive Secretary. His/Her role in the annual meeting is detailed under the topic of the annual meeting.

The President Elect

In the event of the inability of the President to serve, The President Elect shall serve in his/her absence. He/She will present the details of the previous meeting at the annual meeting.

The Executive Secretary-Treasurer

He/She will be responsible for day to day working of the association and management of the funds as authorized by the Executive Council. He/She is also responsible for arranging the annual meeting in close collaboration with the President and the Executive Council. But it is his/her responsibility to send the mailings, and collecting and disbursing funds. He/she is responsible for day to day management of the Annual meeting. He/she must seek help and advice from the President and the members of the Executive Council. We recommend that during the planning stages, he/she sends an E-mail to all members of the Executive Council regarding all important decisions about the Annual meeting and any other important issues about the Association. This will allow all members to weigh in their opinion besides keeping them up to date on all issues. A hard copy of all important exchanges should be saved in the file. Additional duties are mentioned in more details in the Annual Meeting.

The Executive Secretary-Treasurer Elect

His/Her Primary responsibility is to start looking the site for the following year's meeting (2 years down the line). The site and dates for the meeting must be announced at the annual meeting the year before i.e. the date for 2007 meeting should be announced at the annual meeting of 2006.

In the case of inability of the Secretary-Treasurer to serve, he/she shall serve as Executive Secretary-Treasurer.

Executive Council

All Powers of AMDAANA are vested in the Executive Council subordinate only to the constitution of AMDAANA.

The Executive Council shall consist of The President, President elect, Executive Secretary-Treasurer, Executive Secretary-Treasurer Elect and Immediate Past President and five members at large

There is an automatic succession of the officers as follows from one year to next – Secretary-Treasurer Elect to Secretary-Treasurer to President Elect to President.

Director of CME

It is strongly recommended that the term of the Director should be at least three year to maintain continuity.

The Director and his/her committee are responsible for arranging all elements of the CME

The Director selects the speakers and arranges the topics to be presented by them in close consultation with the CME Committee and the speakers.

The Printing of all presentations like handouts is the responsibility of the Director. He she may get some help from the speakers.

The Director is responsible for conducting the CME meeting on Friday morning of the Annual meeting, the length of time should be discussed with the President and the Executive Secretary.

The Director shall also be responsible for obtaining accreditation for CME meeting.

The Director must complete the entire program and mail it to the Executive Secretary by December 31st.

Annual Meeting

To make sure that all members of the Executive Council are aware of their day to day responsibilities, details for the annual meeting are described hereunder. Any repetitions are solely to make the ground rules perfectly clear.

It is the primary responsibility of the Executive Secretary of that year to arrange the meeting. He/She should do this in close consultation with the President, President elect and rest of the Executive Council. The President and President elect have just been through the process recently. Their experience can be of great help. The members of the Executive Council should be kept informed of all the details. We recommend use of Internet and E-mail.

Immediately after the end of the preceding meeting the task of the new Secretary begins. He/She should immediately request for seed money from the central AMDAANA account maintained by Dr.Sarjit Singh (304-723-4315, rinkoo@aol.com). This is for initial expenses till the money starts coming in for the annual meeting.

The outgoing Secretary should write a brief summary of the last meeting and mail it or send it by e-mail to all the members.

The Secretary-Elect should start looking for site for meeting to be held two years later. The following should be kept in mind while looking for the site. It is recommended that if this Manual is approved before 2006 Annual meeting he/she should also request the seed money from the central account. Once this new practice is in place, in future years only the Secretary-Elect will be asking for the seed money.

1. The place should be family friendly including activities for young children and adults.
2. Should be within ½ hr drive from the airport.
3. Should be willing to allow Indian food.
4. The room rental for double accommodation should be under 250 dollars per night including taxes. It may be a good idea to add breakfast with rooms.

The first letter for the meeting should be mailed no later than January 30th. A follow up letter is recommended by April 15th.

Meeting Format

The following format is recommended. This format will not only reduce Secretary's work but also keep the cost down which has become a major concern to the membership.

Thursday night

This should be a social gathering with no formal dinner or music because members are coming at different hours. Light background music is okay. Heavy snack, soft drinks and coffee should suffice, and should be available until 11 PM.

Friday morning

CME

The Director of the CME and his/her committee are responsible for arranging all elements of cme.

1. The Director is responsible to select the speakers and arrange the topics and length of the discussion with the speakers.
2. The Director may request the secretary to arrange for any local help like audiovisual equipment. However, the Director must check and ensure that every thing is available, working and hooked up before the meeting time.
3. Printing of all presentations like handouts is the responsibility of the Director.
4. The Director must complete the entire programme and mail it to the Secretary by December 31st.

The Director of CME is responsible for conducting the CME meeting on the Friday morning. The timing etc should be discussed with the President and the Executive Secretary.

The Executive Secretary should make sure that a classroom setting has been arranged for at least 100 attendees. The Executive Secretary is also responsible to make sure that the refreshments are available.

Friday night

High tea around 5 pm followed by CAMDAANA

It is high time that CAMDAANA is strengthened and improved bringing the old time back. The President and the Secretary should work with CAMDAANA Executive Committee and parents of young children should encourage children of all ages to participate. It should be at least one hour's duration. It is suggested that a veteran parent who was deeply involved with CAMDAANA in yester years is requested to lead the revival of CAMDAANA.

CAMDAANA Show will be followed by Dr. Pahuja show.
Soft drinks, tea and coffee should be available during this time
Cash bar is recommended.

Saturday morning

General Body meeting

The President presides at the meeting and conducts the proceedings according to the Robert's Rules of Order.

It is mandatory that the President, President-elect, Executive Secretary and the Secretary elect attend this meeting.

The President should get the approval of the minutes of the last meeting.

The President gives a brief summary of the previous year's highlights.

The President- Elect who conducted the previous years meeting should present the details of the meeting and give the total financial report including the money received and money spent. Only in extreme emergency if he/she cannot attend the meeting he should contact the president who should then present the details.

The Executive Secretary should give the highlights of the present meeting and discuss any major problems he/she faced during the year.

The Executive Secretary Elect should always present the details of the next years meeting especially the dates and venue of the meeting. It is recommended that the secretary elect should closely watch the arrangements of this year .This will help him/her a lot when he /she arranges the meeting the following year.

AMDAANA Task Force should present the report on AMDAANA Amritsar Project for the previous year.

Presentation of finances by Dr. Sarjit Singh

Brief update about Kartarpur Project with special reference to AMDAANA's contribution for the previous year.

Elections for the Secretary Elect and the Executive Council members are held at this time

Candidate must be present to be elected.

Any new business.

Attempts should be made to restart some Program to involve the new generation to present and discuss non-medical issues of mutual interest.

Saturday night

Cocktails with cash bar. Soft drinks should be included.

Cocktails are followed by the official program

President's remarks

The President should recognize the visitors and other old alumni

The President should mention any obituaries

The President should introduce the Chief Guest.

The Chief Guest makes his/her remarks.

The President should present the Chief Guest and the spouse with a token of appreciation

Brief AMDAANA Task Force report on AMDAANA Amritsar Project with no questions. (The reason for including it at this time is that very few members attend the the general body meeting and many non-physician spouses are unaware of the Project.)

The President should thank the outgoing Executive Council and recognize the Executive Secretary with a token of thanks.

The Executive Secretary should thank the President for the guidance and help and present a token of thanks.

The President should call the President Elect and hand over the presidency to the new President.

The Incoming President makes his remarks and thanks the outgoing President and presents him/her with AMDAANA Plaque.

The new President presents his/her new team,

This should be followed by dinner and dance with D.J. Live music is not recommended.

Sunday morning

The new Executive Council meets with outgoing members and receives charge.

A few weeks after the end of the annual meeting the outgoing Secretary should compile the financial report. Whatever cash is left over should be mailed to the central account maintained by Dr. Sarjit Singh. The complete financial report should be submitted to Dr. Sarjit Singh by December 31st to complete the tax returns/requirements.

Thanks

We thank you for this opportunity to serve AMDAANA. We sincerely hope that the incoming Executive Council will find this manual of some help in making their onerous and thankless task a little easier.

Respectfully Submitted

Jagdish Bharara M.D.

Sarjit Singh M.D.

Jagan Pahuja M.D,

We are very thankful for the advice provided by Satwant Singh M.D. and Sukhdev Sharma M.D. in the compilation of this manual.