

GUIDELINES FOR ORGANIZING ZONAL MEETINGS OF THE INDIAN ASSOCIATION OF VETERINARY PATHOLOGISTS

Prepared by

Dr. T.V. Anilkumar, Dr. C.K. Singh, Dr. R.C. Ghosh, Dr. C. Balachandaran,
Dr. A. Chakroborthy and Dr. D.V. Joshi

(Approved by the General Body meeting 2009 held at Ludiana on 30th October 2009)

1. **Definition:** The IAVP-central executive has a commitment to foster professional advancement by encouraging interaction, co-operation and support among IAVP-members at local, state, zonal and national levels. This document is a guideline for Zonal Secretaries for organising meetings at zonal level.
2. **Identification of zones:** At present the IAVP has five zones as approved by the 20th General Body Meeting of the IAVP
 - a. North Zone: (Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Uttar Pradesh and Uttranchal)
 - b. Central Zone: (Chhattisgarh, Jarkhand, Madhya Pradesh)
 - c. South Zone (Andhar Pradesh, Karnataka, Kerala, Puducherry and Tamil Nadu)
 - d. East (Andaman Nicobar Islands, Arunachal Pradesh, Assam, Bihar, Manipur, Meghalay, Mizoram, Nagaland, Orissa, Sikkim, Tripura and West Bengal)
 - e. West (Goa, Gujarat, Maharashtra and Rajasthan)
3. **Zonal Committees:** The Zonal Secretary shall be responsible for all activities at the zonal level and he/she shall act in accordance with the constitution of IAVP. For implementing activities, he/she may nominate a zone-committee from among leaders of the State Units with moderate representation (in terms of number of members and geography) for all activities. The committee shall be valid with the approval of the IAVP-President. The committee may operate money transactions locally, but in-consultation with the IAVP Treasurer at the national level so that there is no conflict with the IAVP constitution.
4. **Zonal Secretary:** The Zonal Secretary shall be the chairman/president of all meetings of the respective zones. He is the natural leader for all activities at the zonal level.
5. **Zonal meetings:** A zonal meeting may be preferably attended by another member of the central IAVP-Executive Committee as its representative. Normally, the Zonal Secretary has the liberty to invite the President, one of the Vice Presidents, Secretary General, Treasurer, Editor or Web Manager to the meeting but may be intimated to the central executive committee (preferably to the President and the Secretary General) before the meeting. In the absence of any of these senior members, the IAVP-President may depute another Zonal Secretary or any other member of the

Central Executive Committee to attend the meeting. The representative of the Central Executive Committee attending a zone meeting shall be eligible for TA, DA and local hospitality charges as per the norms approved by the general body either from the National Committee or the respective Zonal Committee.

6. **Venue:** The venue of the meeting need not be restricted to the home-town/institution of the Zonal Secretary. It may be organised at any place/institution within the geographical jurisdiction of the zone.
7. **Confidence in leadership:** The Zonal Secretary may organise the meeting jointly with his employer. He should ensure the confidence of his colleagues in all stages of the meeting/function.
8. **Reporting:** The Zonal Secretary and the representative of the national committee shall be jointly responsible for reporting the activities to the national council. They may file the report to the President or Secretary General within one week after an event/activity is completed at the zone-level. If this doesn't happen; the zonal secretary and the representative of the central executive committee shall file individual reports to the President/Secretary General. The report shall contain the following at least the following items.
 - a. Name of the zone
 - b. Name of the Zonal Secretary
 - c. Name of the representative of the central executive committee
 - d. Date(s) of the meeting with start time and the end time
 - e. Venue of the meeting
 - f. List of recommendations
 - g. List of photographs
 - h. List of papers/posters presented at the meeting
 - i. Remarks on finance/expenditure
 - j. Details of activities

S. No.	Activity	Start and end time	Number of members present	Number of non-members present	Remarks
1	Public/open meeting				
2	Keynote address				Name of the speaker
3	Seminar/ Symposium/ Workshop				Title
4	Opportunity for professional advancement (Poster/oral presentations)				No. papers/posters
5	General body meeting: Accounts/ election/ others (Please circle relevant items)			Nil	
6	Other activities 1..... 2.....				

Date: Name & Signature of Zone-Secretary

Place: Name & Signature of the EC member/representative

9. **Zonal meet events:** The Zonal Secretary is responsible for all organizational activities associated with the meetings at the zonal level. A typical zone-meeting has the following components which may be completed in few hours or several days.
 - a. A business session comprising general body meeting
 - i. Official announcements by the representative of the IAVP central Executive Committee
 - ii. Presentation of accounts
 - iii. Discussion on resolutions mooted by members and state chapters
 - iv. Any other matter permitted by the chair
 - b. At least one academic session comprising the following
 - i. A key-note address by an honoured veterinarian or a pathologist
 - ii. A Seminar/Symposia/Workshop on a topic relevant to veterinary pathology
 - iii. A platform for scientific/professional presentations by members in the form of posters, oral presentations, demonstrations etc.
 - c. A social session comprising get-together, dinner, picnic or sight seeing for the members and their family/friends.
10. **Frequency of meetings:** A meeting every year is the preferred frequency but the Zone Secretary shall arrange at least one meeting during his term-of office (*i.e.* once in three years). Depending on the local situation, more frequent meetings or monthly meetings can also be considered.
11. **Budget and finance:** The Zone Secretary shall be eligible for receiving a grant of up to Rs. 5000/- from the central executive (on production of vouchers) once every year for conducting zonal meetings.
12. **Zone Committee:** If, the Zonal Secretary is not claiming grants from the national committee for conducting various activities, he may have to raise sponsorship or funds from external sources. This shall be done only under the supervision of a democratically elected Zonal-committee. The committee shall have representatives from all constituent States/Units. The activities of the zone-committee shall be regulated by the President as per the provisions in the constitution of the IAVP. The zone-committee may have some autonomy but will have written approval of the National President stating the provisions and extent of autonomy.
13. **Sponsorship and interaction with other organisations:** The Zonal Chapter may interact with other professional and scientific organisation in any manner with out compromising the central goal/theme/objective of the national executive and the IAVP.
14. **Image building:** The Zonal Secretary may take every effort to give wide publicity for its activities and project the significance of IAVP for the advancement of veterinary science and community development.

15. **Identification of ‘Chief Guest’ and ‘Guests of Honour’:** The representative of the IAVP-central executive shall be either treated as ‘Chief Guest’ or ‘Guest of Honour’. Other person, if invited shall be a person of eminence in the field of Pathology, Veterinary Science, General Science/Technology or a socially dominant person demonstrated by his stature, position of authority or excellence in contributions to mankind. In any case, there shall be only one ‘Chief guest’ but may have more than one ‘Guest of honour’.

16. **Keynote address** shall be the prerogative of the ‘Chief Guest’ whether he is a person from within or outside the IAVP.

17. Tips for successful conduct of zone-meetings

- a. Talk to representatives of State chapters (President, Secretary and key personality of the constituent State Chapters/Units) and fix-up a tentative date for the zonal meeting at least a month before the proposed date. The tentative date is exclusively decided by the Zone Secretary considering the convenience of all parties concerned.
- b. Contact the Central Executive and finalise the name and designation of the representative attending the meeting.
- c. Finalise the date for the meeting and make an estimate about the number of participants and cost involved. Tentative arrangements for programme, venue, food, accommodation and other requirements may be made.
- d. Announce this date at least two weeks in advance. Circulate the details to all state representatives and as many members in the zone through and identify the potential participants/delegates.
- e. At least a week before the meeting, finalise the theme for scientific discussion, topic of choice for the keynote speaker, detailed programme, arrangements for hospitality. Circulate the details to all parties concerned.
- f. Simultaneously, make a list of activities/items for time bound completion before the meeting. Complete the tasks as scheduled.
- g. Be in-touch with the representatives of the Central Executive and State Chapters/Units, identify gaps and make corrections and corrective procedures as and when necessary.

18. Suggested programme for a one-day event

Activity	Person identified to discharge the duty	Time
Public/open meeting for members and non-members		
Prayer		2 minutes
Presidential address shall be delivered by the Zonal Secretary.		
Welcome and introduction	Zonal Secretary or his/her nominee	<5 minutes

Introduction of the representative of the IAVP central Executive	Zonal Secretary or his/her nominee	<2 minutes
Address by the representative of the IAVP-central Executive	Representative of the IAVP- central Executive: he/she will describe the importance of veterinary pathology against the global context, the history of IAVP, the current activities of IAVP and the significance of the zone in the national scenario.	<15 minutes
Introduction of the Chief Guest	Zonal Secretary or his/her nominee	<3 minutes
Keynote address	Chief guest	<45 minutes
Introduction of any other Guest (s) of honour	Zonal Secretary or his/her nominee	<2 minutes
Address by Guest (s) of honour	Guest (s) of honour	<30 minutes
Vote of thanks	Zonal Secretary or his/her nominee from local unit of IAVP	< 5 minutes
Tea/lunch	Zonal Secretary or his/her nominee	15-45 minutes
Scientific session (s)	Moderator: Zonal Secretary or his/her nominee from among State Chapter leaders	60-90 minutes (each, with 15-30 minutes break in between)
Tea/lunch	Zonal Secretary or his/her nominee	15-45 minutes
General body meeting		
General body meeting (Closed meeting of the IAVP members)	Zonal Secretary and the representative of the central Executive Committee	<60 minutes
Tea/lunch	Zonal Secretary or his/her nominee	15-45 minutes
Social gathering or get-together (Closed to immediate friends and relatives of IAVP members)	Zonal Secretary or his/her nominee	Variable time

19. **Additional reports:** Zonal Secretaries shall write additional reports for favour of publication in the Indian Journal of Veterinary Pathology, The Lesion and www.iavp.org. The materials for publication along with photographs shall be sent to the editor/web-manager and a copy to the Secretary General.

Acknowledgement

The authors thank the unlimited guidance and support received from Dr. Lal Krishna, their beloved President in compiling this document.