**HON GENEARAL SECRETAY AND TREASURER**

**Dr.Ramesh Bhat**

Taking charge during the AGBM and the password of the website that means he will be the in-charge of Central Office.          Shall prepare a budget in collaboration with the Honorary Treasurer and Finance Committee and get it passed at the first General Body and Central Council meeting after the Annual General Body Meeting and also propose the name of the auditor and to be passed by the general body of New Year.

Prepare the DERMAPEN news letter – minimum of two issues in a year, first issue three months before the CUTICON, with all the information on awards, orations, grants, venues, proposals for AGBM etc . and should have the details of MID CUTICON. Second issue to be released three months before the MIDCUTICON and should have all the details of the previous CUTICON – REPORT and other issue for the ensuing MIDCUTICON , invitation for awards, orations, grants, venues etc.

Venue for DERMABASICS

Venue for CUTICON -Proposals

Venue for MIDCUTICON Confirmation

Shall have General supervision of accounts, pass all bills for payments and shall sign the cheque jointly with the Honorary Treasurer or in the absence of the Honorary Treasurer with the President, one of the Joint Secretaries or one of the Vice-Presidents.

December/Jan-

 EC meet- At President’s place /PGCDE

Venue for next PGCDE

Jan-February: Arrange for a EC meet during DERMACON and discuss about MIDCUTICON.

Selection for awards during MIDCUTICON and CUTICON (Orations Awards….? Or during MIDCUTICON)

March: Venue Inspection for the CUTICON and report to EC members.

Invite applications for Research, Best Dept Award, Thesis award, Community Project awards through Dermapen Publication. MIDCUTICON announcement

May MIDCUTICON- CC Meet, EC Meet and if required Extra ordinary GBM. Anouncement of Research Grant, Selection for CUTICON Orations and Awards.

Confirmation of Venue for PG CDE

June –July Announcement of Research Grants, Brochure release for CUTICON

August DERMABASICS arrangements Venue for Next DERMABASICS

Sep- Announcement of Thesis, Community, Dept awards

Oct- Prepare for CUTICON

MEMBERSHIP issues

Remind all Medical Colleges to recruit PLMs, Change to LM once their term is over.

Sending the Central and Journal share through treasurer to Central Secrtary at the end of every month.

Update the website

Invite Proposals for the AGBM 3months before CUTICON.

Invite proposals for CUTICON.

TREASURER(should work harmoniously with the President and Sec)

Maintainance of accounts in a Nationalised Bank.

Audited balance sheet to be submitted in the AGBM.

Expenses above 1 lakh finance committee permission is required.