



Secretary  
Vice-Secretary

WFPI's Secretary has direct responsibility for running the WFPI secretariat.

Internal

This includes over-seeing the preservation of all WFPI records and ensuring their appropriate circulation to the Council/WFPI members and, in liaison with the President\*, establishing policies and procedures for the WFPI's smooth administration and running.

External

It also includes ensuring WFPI's presence (participation, visibility) in pediatric imaging or associated meetings and forums around the world.

**More specifically, the Secretary:**

Internal

a) Supervises the maintenance of WFPI's archives via the website ("About" tab for institutional documents, leadership workroom for Council minutes/other) and staff records.

b) In liaison with/on delegation from the President, supervises WFPI's internal development and functioning, including

- ⇒ the recruitment of new members,
- ⇒ the facilitation of WFPI's working groups should functional issues arise,
- ⇒ the optimization of information sharing and exchange (ensuring Outreach and Digital Education leaders are involved/informed in all meetings/teleconferences/written communications when issues impact on their respective areas)
- ⇒ the preparation of internal and external reporting and the organization of WFPI meetings (list non-exhaustive).

c) Monitors WFPI's more junior leaders and key volunteers and ensures their departmental heads are aware of their contributions to WFPI (drafting correspondence and maintaining templates/archives to this effect)

External

a) Draws up an annual calendar of pediatric imaging or associated congresses and forums

around the world, sourced from web-based information (Aunt Minnie) and Council colleagues

b) Monitors the pediatric imaging landscape for additions/adjustments to this calendar throughout the year.

c) Working many months upstream, ensures contact with the organizing committees for these meetings and forums, either:

- ⇒ directly on behalf of WFPI, or
- ⇒ in liaison with WFPI's Council members for the region/location in question, or
- ⇒ in liaison with other relevant pediatric imaging figures,

so as to

- ⇒ Offer WFPI's participation in/contributions to the event when appropriate,
- ⇒ Secure WFPI's visibility via the events
- ⇒ Set up WFPI meetings – onsite and online - during the event when appropriate, assisting the President with agenda preparation, invitations and reporting

d) Provides direct and indirect support for WFPI's presence at these events, ensuring liaison with WFPI's outreach and digital education leaders (topic choices, speakers, other) and WFPI's staff (logo distribution, website posts, social media dissemination, meeting organization, other) when required.

e) Provides regular reports on planning/work in progress/results to EXCOM

**WFPI's Vice Secretary** assists the Secretary in the discharge of her or his duties and performs any other duties as may be assigned from time to time by the President or the Council.

\* [Beyond the Secretary/Vice-Secretary's remit:](#)

Responsibility for the following areas currently lies with the President and Founding President (while this latter is co-opted onto WFPI's Council)

- ⇒ WFPI staff job descriptions and responsibilities (President)
- ⇒ WFPI staff terms and conditions, including annual review and adjustments (Founding President)
- ⇒ Funding requests/negotiations with WFPI members or external parties

## RESPONSES TO QUESTIONS ON

### Archives:

#### Note from Amanda

##### Regarding institutional archives:

It's true, there is a question raised about what is expected concretely from the secretary here.

But WFPI records do need to be "officially" under the responsibility of a Council member - hence this clause in the job description.

However, everything covered in this clause **is on the website**. Here's where they are, for Dorothy and Jaishree to note:

1/ all key institutional documents (bylaws, strategic framework, annual reports, RSNA minutes, etc etc) are on the part of the website that's open to the public - under the ABOUT tab (top navigation bar, homepage)

2/ all working documents available for public viewing are under the OUTREACH or CHILD IMAGING SAFETY tabs (top navigation bar, homepage)

3/ all leadership working documents (EXCOM minutes, background docs for the Council) are on the leadership workroom, closed to the public.

<http://www.wfpiweb.org/Home/LeadershipWorkroom.aspx> ( user name: council, password: village)

Otherwise, I hold copies of all WFPI records on my hard drive - multiply backed up onto external hard drives - that can easily be transferred to the Secretary once a year.

I do hold all WFPI emails and unfortunately these cannot be transferred to an Officer or any future staff as they are linked to my personal email account (SPR staff run emails through ACR, ESPR staff through ESR - we don't have that option, so no fix for this is possible right now).

### **Involvement in outreach and education**

No, the Secretary does not need to be in on all outreach and education business. She/he has no supervisory role over outreach or digital education work - just ensures that these leaders are brought in to the loop in a timely fashion.

She/he stays informed of what's going on via EXCOM meetings (plus via reports, email discussions and monitoring WFPI communications - social media, website, newsletters, publications, other).

### **Who organizes and runs what meetings**

This refers to major WFPI meetings (EXCOM, annual members' meeting, RSNA open meeting). The Secretary is responsible of ensuring that these meetings are organized and minutes taken by WFPI staff. If for any reason staff is unavailable, the Secretary organizes them or ensures an alternative organization. For meetings associated with the Secretary 's tasks: See below

### **Who holds these letters**

These letters are to be kept by the Secretary with back - up copies sent to Staff for the WFPI archives. (Ines is holding the archives for letters done so far). Such letters are not website material.

### **Is the congress list for the website?**

No, this list is not for the website. It is for the Secretary in order to plan annual work on this point.

If the final result is a comprehensive list that could be interesting to post on the website – great! ...but this is not priority.

### **Does the Secretary do all the organization for each congress?**

It is recommended that the Secretary identify appropriate Council (or other) members to take WFPI contributions to each regional congress. The Secretary is responsible for ensuring SOMEONE does this for each congress, and she/he supervises and supports these efforts. (This is a logical role for WFPI's Representative Directors who need to become more actively involved in WFPI). The Secretary team can build up a "congress tool kit" to avoid re-inventing the wheel each time.

### **Other responsibilities mentioned at the end**

These responsibilities do not lie with the Secretary /Vice Secretary; they are handled by other

Officers (President and Founding President).

**Regarding setting up and making the minutes of meetings associated with Secretary's tasks:**

The Secretary team can be trained on doodle and GTM and make the GTM organizers log in available. It will need to produce its own minutes/summaries.

**Regarding archiving these minutes and sharing information with General Director:**

No strict rules here... it must be an issue of common sense. Information should be shared with Amanda - re-grouped if necessary - if it has institutional value. (for example " Dr. xxx, a WFPI Council Regional Director from AOSPR, is handling WFPI's presence at the upcoming AOSPR congress 2017 ").

On the other hand information with no institutional value - emails on meeting times, organizational details, author permission to post their posters on the website, etc. does not need to be shared with Amanda.