

## IAMCR

### Secretary General's Activity Report 2015-16

**Maria Michalis**

My main activities and responsibilities during 2015-16 were:

#### **1. Conference management – Leicester 2016:**

- Coordination of the Association's conference in Leicester has been my main activity. This process is demanding, runs through the year and involves working closely with the LOC, the EB, the IAMCR Executive Director, and of course the Heads of the Association's Sections and Working Groups in this regard. Communication has been via emails and teleconferences. Overall, the process has worked out well and this is down to the hard work of the leader and team of the Leicester LOC, and the Association's Heads.
- Based on the report of the Conference Programme Coordinator (organised by the IAMCR Executive Director), I was responsible for contacting and dealing with those who hadn't observed the IAMCR conference guidelines and had submitted duplicate abstracts and/or multiple abstracts.
- I liaised closely with the IAMCR Executive Director, the Legal Committee and the Scholarly Review Committee on various issues.
- Elections of S&WG management teams: I helped in the coordination of this process together with the respective Heads and the Executive Director (for the website). In some of these cases, I sought the advice of the Legal Committee.
- I assisted in the preparation of the IC and GA agendas for the meetings in Leicester.

#### **2. 2017 Conference Site visit**

Site visit to Cartagena and Bogota (Colombia) with the President and the Executive Director in May 2016.

#### **3. IAMCR management:**

Activities here included:

- Servicing the EB and LOC/EB meetings and finalising the IC meeting minutes.
- Dealing with various queries from Heads and IAMCR members at large.
- Preparing hand-over documentation for incoming Secretary General.
- Member of the Legal Committee.

#### **4. IAMCR membership fees:**

I assisted the above by processing cheques drawn in GBP or US\$, and forwarding credit card payments to the Executive Director.

**5. Other:**

I participated in all EB discussions, monthly meetings and decisions. As an EB member, I was also responsible for drafting documents or responses in some cases.

July 2016