

# **Report to IMIA General Assembly 1998**

**Agenda topic 8.4: Executive Director**

## **The Executive Directors Report**

Steven A. Huesing

One of the primary functions of the Executive Director has been to provide support to the Board of IMIA in a general sense; these tasks have been performed. Specifically during the past six months, several tasks have been in focus:

1. **Support of the Treasurer**

The transfer of the accounting functions of the position of the treasurer. This is well under way with the transfer of the accounts receivable and invoicing function. It is expected that the balance of the functions in support of the Treasurer will be completed by September 30, 1998.

2. **Support of the VP Special Affairs – Revision of Standard Operating Procedures (SOP)**

The Executive Director has been charged with the responsibility of reviewing the SOPs in context with the by-laws. As a result, alternatives which include procedural items in more detail have been drafted and SOPs which are felt to be necessary have been developed.

This process, while still in progress, has been largely completed. The completed sections have been reviewed, in draft form, by a review committee who met in Frankfurt, Germany, on July 13<sup>th</sup>. The revisions which resulted from the review will be circulated a week prior to the General Assembly.

The emphasis in the material has been on financial matters and those which apply to MEDINFO in respect to the selection process, contractual content, and the relationships, composition and obligations of the Organizing Committee, host country, the Scientific Program Committee and the Editorial Committee.

This task is, by definition, ongoing in nature and is targeted for completion by the end of the year.

3. **Support of VP Membership**

For the balance of this year, aside from the work emerging out of the foregoing tasks, the Executive Director has to assist the VP Membership to revitalize the Commercial Institutional Members and to design a solid base of benefits to be available to them.

4. **Support of the President in co-ordinating various activities  
in relation to MEDINFO '98 and 2001**

It has been a pleasure to work closely with the Board and IMIA's Electronic Services and to provide such services that I was able to render to IMIA's members and the scientific community at large.

Steven A. Huesing  
Executive Director, IMIA