DUTIES OF THE GENERAL SECRETARY OF THE IPVS

Duties include:

➢ Arrange and co-ordinate meetings and conference calls of the Board of the IPVS, record and distribute minutes of these meetings and conference calls.

➢ Maintain the IPVS website.

➢ Maintain the historic records of the IPVS Board on the website.

➢ Ensure that LOCs establish and maintain contact with congress Partners and Sponsors through an Industry Advisory Board.

➢ Encourage bids for the hosting of future IPVS congresses and ensure the minimum requirements as laid down by the IPVS Board, are met.

➢ Acquire contact details of national pig veterinary organizations.