

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.