

DUTIES OF OFFICE BEARERS OF ASU

A. President

- i. The President shall preside over all official events of the Association
- ii. The President shall chair meetings of the Executive council of the Association.
- iii. The President shall preside over and conduct the Annual General Body meetings and other General Body meetings of the Association.
- iv. The President shall represent the Association on the Council of the Urological Society of India during the term of office of the President.
- v. The President shall preside over any sub-committee constituted by the Executive council for any purpose.

B. President-elect

- i. The President-elect shall perform all duties of the President in the absence of the President or upon the request of the President.
- ii. The President-elect shall be the returning officer for all elections of the Association.
- iii. The President-elect shall have such additional responsibilities as may be assigned by the Council or the President from time to time.

C. Secretary

The Secretary shall look after the day-to-day affairs of the Association under the directions of the council. In addition, and specifically, the Secretary shall:

- i. Summon all meetings of the Association, the Council and Sub-committees (*if any*) on the advice of the President.
- ii. Prepare the agenda for such meetings in consultation with the President.
- iii. Record minutes of the deliberations and circulating them to the concerned members
- iv. Maintain and update all files, documents, registers, books and other records of the Association.
- v. Maintain an up-to-date register of members. Updation of membership data base, change of membership status (with ratification by General Body) periodic publication of the Membership data base
- vi. Formulate the annual report to be presented to the Council and Annual General Body Meeting.
- vii. Prepare reports for statutory submissions and present them to the Council for approval prior to submission.
- viii. Correspond with various statutory bodies, Urological Society of India, State associations, other professional associations and such other entities as may be required in the discharge of the Secretary's responsibilities.

- ix. Prepare the list of Prize winners & Award winners for announcement at the appropriate events and meetings
- x. Prepare the citations to be presented to Orators & faculty delivering named lectures.
- xi. Prepare the Schedule for all scientific meetings and events conducted by the Association including the scientific sessions of the Annual Conference and ASU-Prof.HSB Workshop.
- xii. Correspond with and guide the local organising committees of meetings and Annual conferences in order to ensure smooth and efficient conduct of the same.
- xiii. Prepare and circulate the Newsletter of the Association.
- xiv. Invite at appropriate time, applications for various prizes/awards, nominations for various posts and nominations for various office posts of ASU
- xv. Correspond with the various invited faculties and guests for the Annual Conference and the Midterm workshop and inform them regarding their allotted scientific schedules and also inform the local organizers regarding their travel schedule to make necessary arrangements for accommodation and local transport.
- xvi. Maintain & update the Handbook of the Association with contents addressing all activities of the Association.
- xvii. Maintain, update and whenever required upgrade the website of the Association as per requirements of members and decisions of the General Body or Council.
- xviii. Work in co-ordination with the Treasurer to ensure that all statutory obligations of the Association to the regulatory authorities are discharged in time, and effectively.
- xix. Financial budgeting and conducting charitable activities.
- xx. Filing of the Society documents annually to Registrar of societies for continuation of Registration
- xxi. Filing of Income Tax Returns through the Auditor
- xxii. Conduct of elections for various posts of ASU
- xxiii. Running ASU office during annual conferences
- xxiv. Prepare and maintain an archive of biographies, historical material, photographs and such other artifacts so as to capture and perpetuate the history of the Association, its founding members, past office bearers and those that brought laurels to the Association through their academic and professional achievements.

D. Secretary-elect

- i. The Secretary-elect shall assist the Secretary in all functions of the Secretary.
- ii. The Secretary-elect shall stand-in for the Secretary during the latter's absence for any reason.

E. Treasurer

The Treasurer shall

- i. Receive all subscriptions and other dues from the members.
- ii. Make payments for all approved expenditure on receiving communication about them from the Secretary, obtain receipts for the same and keep the book of accounts updated promptly.
- iii. Prepare and present an interim summary of accounts at the meetings of the Council
- iv. Prepare the Annual Financial report consisting of the Balance Sheet, Profit & Loss Statement and a Summary of accounts in conjunction with the approved auditor and obtaining the auditors certification for the same.
- v. Present the audited Financial report to the Council, and obtaining its approval for presentation of the same to the General Body
- vi. Present the audited Financial report to the General Body and addressing queries and providing clarifications to members.
- vii. Keep true and accurate records of all financial transactions of the Association.
- viii. Notify members & sponsors of dues in a timely manner and collect the outstanding dues from them.
- ix. Represent the Association along with the approved auditor at any statutory inquiries pertaining to the finances of the Association.
- x. Advise the council in judicious use of its monies in order to ensure compliance with statutory obligations and optimise their utilisation to further the activities of the Association.