

Secretary Guidelines

Introduction

The CREATE secretary has a broad range of responsibilities. He/she is largely responsible for supporting the president in all relevant CREATE activities (these guidelines should therefore be read in conjunction with the president guidelines which give a detailed outline together with an indication of timeline). Secretary activities focus on communication with individuals relevant for the immediate running of CREATE activities. These tasks can through discussion be delegated to other members of CREATE.

These specific secretary tasks include:

- a. Keep in close communication with the president,
- b. Keep track of relevant tasks and delegate tasks accordingly,
- c. Complete relevant CREATE tasks as negotiated with fellow CREATE members,
- d. Keep track of relevant CREATE documentation,
- e. Compile relevant summaries including:
 - Workshop evaluations
 - Post-workshop EC meeting
 - CREATE EC annual meeting
 - AGM post workshop meeting
 - Intermediate summaries as felt necessary

Early workshop preparation tasks

The early preparation tasks include coordinating CREATE activities which set up the organisation of the specific workshop tasks of the next phase. The key event during this phase is the annual CREATE spring meeting. This early phase is roughly from January – May and ends with the deadline of participant applications, after which concrete plans for the workshop can be drawn up.

- Arrange venue of annual spring meeting
- Ask CREATE EC members if they have any points for spring meeting agenda
- Compile agenda for spring meeting (see Appendix A for draft agenda)
- Summarise spring meeting

- Disseminate tasks as agreed in spring meeting

Workshop preparation

Once the participants have been selected and the full number of applicants is confirmed concrete planning of the workshop can commence. There are 10 specific workshop elements that need to be organised amongst CREATE members and the secretary plays a pivotal role in coordinating these activities. These elements are organising:

1. Workshop materials
2. AGM
3. Post workshop meeting

Key tasks are:

1. Workshop materials
 - Print outs of information packs for participants
 - Adapt and print evaluation forms (see Appendix E for draft evaluation form)
 - Prepare introductory slides for facilitators and CREATE EC members
 - Organise gift for facilitators and any leaving CREATE EC members
 - Print signs to signpost participants to the workshop venue (if necessary)
2. Annual General Meeting
 - The AGM will take place immediately following the workshop and includes
 - Invitation to all members of CREATE to participate in AGM
 - Drawing up of AGM agenda (see Appendix F for draft agenda)
 - Ensuring workshop venue is still booked for AGM
3. Post workshop meeting
 - The post-workshop meeting will take place immediately following the workshop and includes
 - Meeting of all CREATE EC members (including newly voted members)
 - Drawing up of post-workshop meeting agenda
 - Summarise post-workshop meeting

Workshop

The secretary tasks at the workshop constitute overseeing all the relevant elements that have been organised prior to the workshop and responding flexibly to additional needs, requests or additional organisational tasks in close communication with the CREATE team. Key organisational tasks are outlined by day below starting with the day before the workshop (day 0).

Day 0

- This is the day of arrival of participants, CREATE EC members and facilitators. Arranging a meeting between CREATE EC members might be needed in advance. Make sure to arrive in time to be able to do final pre-workshop checks including:
 - the accommodation
 - the venue (and where it is in relation to the accommodation) including equipment
 - where and how one can get breakfast, lunch and dinner
 - where the CREATE dinner restaurant
 - Leave a message at the accommodation's blackboard or somewhere else, announcing when you will leave tomorrow for the workshop, so that people can walk together
 - Meet with local organiser if possible and confirm final details, which might include questions such as:
 - Where is the room for breaks?
 - Where can we go for lunch?
 - Internet passwords for participants?
 - Where is the small group work room?
 - Where can we get the venue keys from?
 - Can the rooms be locked during break time?
 - Will the computers be taken away at the end of the workshop, or do they stay in the room (if not arrange time for setting them up the next days)?
 - Will the local organiser be around for any assistance that might be needed?

Day 1

- Ensure that all technical equipment has been set up
- Give participants name tags or stickers before the session starts
- Meet local organiser to ensure everything is working fine
- Announcements to make at the beginning of the workshop with the other OC members:
 - Introduction CREATE team
 - Introduction facilitators
 - Timetable for the workshop
 - Introduction to the 3 days
 - AGM after the 3rd day (mention CREATE grant opportunities which will be discussed then)
 - Timetable social programme
 - Venue and time for evening dinner
 - Mention city tour and football for day 2 and day 3 respectively

- Housekeeping
 - Toilets
 - Break rooms
 - Fire alarms
- Sometime during the day, one person needs to check with the restaurant and confirm the booking for the evening and make sure everything is set up. Things to check with the restaurant are:
 - Is there enough space for all the people (as discussed)
 - Is the menu set up as discussed
 - Is the price of the dinner still the same.
 - Is tab water available for those not drinking.
 - How to arrange payment details.
- Sometime during the day, one person needs to check with local organiser about the football game (or other relevant activity). Things to check are:
 - Where does the game take place
 - When does it start?
 - How should it be paid?
- Hand out the receipts

Day 2

- Meet local organiser and/or facilitator as discussed the previous day.
- Introduce the structure of the day and mention city tour at the start of the workshop, so participants make no alternative plans for the evenings.
- Double check the football arrangements with local organiser to announce the next day.

Day 3

- Meet local organiser and/or facilitator as discussed the previous day.
- Introduce the structure of the day and mention the AGM at the end of the workshop, and announce the football game for the afternoon.
- Give out certificates at the end of the workshop.
- Give presents to facilitators.
- Group picture
- AGM
- Team meeting following the AGM
- Somebody to take charge of the sports game from the CREATE team

After conference

- Write up AGM minutes
- Write up post-meeting minutes
- Write up evaluation

- Send AGM minutes, post-workshop minutes and evaluation to president for initial feedback followed by wider dissemination to the CREATE EC members for comments

Attached documents in Appendix (to be updated and extended each year)

- A. Sample agenda spring meeting
- B. List of potential advertisement routes
- C. Sample workshop structure
- D. Workshop equipment
- E. Evaluation form
- F. Sample AGM agenda

CREATE EC Spring meeting

1. General updates:

- a. New members?

2. Current Workshop

- a. Finances
- b. Workshop fee
- c. Applications
 - a. deadlines
 - o numbers of participants
- d. Grants
- e. Workshop advertisement
- f. Local organiser
- g. Pre-workshop info pack
- h. Workshop programme
 - o Structure of the workshop
 - o Materials (references, handouts)
 - o Facilitator guidelines
- i. Workshop venue
- j. Workshop catering

- k. Accommodation
- l. Social programme
 - Dinner
 - City tour
 - Football
- m. Schnick Schnack
 - Name tags
 - Pens
 - Certificates
 - Extension cables
- n. Anything else?

3. Next Workshop

- a. Topic
- b. Facilitators
- c. Local organiser
- d. CREATE EC members

Sample workshop structure

Day 1

<i>Time</i>	<i>Description</i>	<i>Length</i>
9:00-11:00	<i>Morning 1</i>	<i>2h</i>
11:00-11:30	<i>Tea/Coffee</i>	<i>30 min</i>
11:30-13:00	<i>Morning 2</i>	<i>1h 30 min</i>
13:00-14:00	<i>Lunch</i>	<i>1h</i>
14:00-15:30	<i>Afternoon 1</i>	<i>1h 30 min</i>
15:30-16:00	<i>Tea/Coffee</i>	<i>30 min</i>
16:00-17:00	<i>Afternoon 2</i>	<i>1h</i>
TOTAL	Study time	6h
	Break time	2h

Day 2

<i>Time</i>	<i>Description</i>	<i>Length</i>
9:00-11:00	<i>Morning 1</i>	<i>2h</i>
11:00-11:30	<i>Tea/Coffee</i>	<i>30 min</i>
11:30-13:00	<i>Morning 2</i>	<i>1h 30 min</i>
13:00-14:00	<i>Lunch</i>	<i>1h</i>
14:00-15:30	<i>Afternoon 1</i>	<i>1h 30 min</i>
15:30-16:00	<i>Tea/Coffee</i>	<i>30 min</i>
16:00-17:00	<i>Afternoon 2</i>	<i>1h</i>
TOTAL	Study time	6h
	Break time	2h

Day 3

<i>Time</i>	<i>Description</i>	<i>Length</i>
9:00-11:00	<i>Morning 1</i>	<i>2h</i>
11:00-11:30	<i>Tea/Coffee</i>	<i>30 min</i>
11:30-13:30	<i>Morning 2</i>	<i>1h 30 min</i>
TOTAL	Study time	3h 30min
	Break time	30 min

Workshop Equipment

- Projector
- Laptop
- Laser pointer
- Flipchart (including pens and paper)
- Pens
- Paper
- Name tags
- Extension cable(s)
- Plug converter(s) as relevant
- Certificates
- Receipts for payment
- Facilitator gifts

Workshop Evaluation Form 20XX

1) How did you first hear about the workshop?

2) What do you think about the fee of the workshop?

Too low

About right

Too high

3) I feel that I was given the opportunity to express my opinions in the workshop.

Strongly
Disagree

1

2

3

4

5

Strongly
Agree

4) I feel that the workshop was relevant to my research/work.

Strongly
Disagree

1

2

3

4

5

Strongly
Agree

5) How satisfied are you with the workshop in terms of...

	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very satisfied
the accommodation	1	2	3	4	5
the organisation	1	2	3	4	5
the social aspects	1	2	3	4	5

the workshop facilities	1	2	3	4	5
the quality of teaching					
day 1	1	2	3	4	5
day 2	1	2	3	4	5
day 3	1	2	3	4	5
the interaction during the workshop					
day 1	1	2	3	4	5
day 2	1	2	3	4	5
day 3	1	2	3	4	5

6) How could we improve the workshop?

7) Other topics that I would like to see covered in future workshops are:

1) _____

2) _____

3) _____

8) Are you planning to apply for any of this year's NEW CREATE grants?

Yes

No

9) If yes, which grant are you planning to apply for?

Tandem grant

Visiting scholar grant

Both

10) Any other comments:

CREATE AGM agenda

20XX AGM agenda

Place:

Time:

- New CREATE EC members
- Information about new grants/presentation of grant holders from last year
- Workshop application news
- CREATE EC news
- Feedback: 20XX workshop
- Information about next year's workshop
- Find a person to write up an article for European Health Psychologist
- Ideas from participants on how to optimize CREATE's networking activities