



Information for the new committee

1. Term of your mandate as representative of the FGLM

The committee members are elected during the FGLM General Assembly which takes place each year in February-March. A maximum of six people may be elected, including at least two from the Department of Medicine and representing as many different domains as possible. Their mandate begins on the day of the assembly and runs until the General Assembly of the following year.

2. Tasks

The committee members are responsible for organizing the following events:

FGLM seminars

3 seminars must be held in the autumn term and additional 3 seminars in the spring term. The task of the committee is to find speakers, fix the dates, find a venue, create a poster and organize the apero following each seminar.

FGLM retreat

The retreat occurs each year in September. The task of the committee is to find a place, organize conferences, workshops, talks, recreational activities that will be held during the 2 days retreat. They must organize the transportation and buy the group train tickets. They will create a poster and collect the subscription.

FGLM various activities

Regular activities are the welcome assembly in April, the spring assembly in June, and the Halloween assembly in October. Other activities such as scientific speed dating can also be organized.

FGLM General Assembly

At the end of its term, the committee shall organise the General Assembly, early or mid-February.

IMPORTANT: For each event, please note the number of participants. We will need this information to complete the activity report.

To ensure efficient information flow, committee members will attend the regular FGLM steering committee meetings.



3. Budget

With the support of Rachel Sauge, the committee is responsible for managing the budget. At the beginning of the year, a budget of CHF 10'000.- is allocated to the FGLM. This amount should be spent entirely until the end of the year (it is not possible to transfer the residual amount to the following year).

Invoices and reimbursement requests must be sent to Rachel for processing. For reimbursements, **the reimbursement form** must be duly completed and signed by a committee member and sent to Rachel with proof of payment (receipt, invoice...). For the year-end closing, all invoices and reimbursements requests must be forwarded to Rachel by the end of November. It will still be possible to submit invoices and expense reimbursement forms until mid-December, but only if they are dated from December.

Taking the above into account, the committee must spend the budget wisely, ensuring that expenditure is spread throughout the year. If it appears that it will not be possible to spend the entire budget, Rachel must be informed as soon as possible.

The document “**Directives budgétaires pour les Programmes doctoraux**” indicates spending limits for the speakers.

4 End of term

At the end of your term, please provide the next committee with a summary (max. one A4 page) including:

1. The speakers (name and email) you attempted to invite but who were unable to attend,
2. The changes you implemented from the previous year,
3. Suggestions for improvement.

5 Support to the subsequent committee

The previous committee will ensure a smooth transition and remain available to answer any question the new committee could have.

Rachel will help with bookings, organization, budget matters and day-to-day needs.

Jun Abe can be contacted for anything related to courses, finding speakers, etc.