

**EUROPEAN FEDERATION
OF INTERNAL MEDICINE**

Insert from EFIM BY-LAWS (page 16)

1.1 Role of the Secretary General

The Secretary General will facilitate effective internal administration of the Federation, and in collaboration with the Executive Committee will contribute towards maintaining and developing contact and collaborations with external groups.

The Secretary General will provide support to the President discussing the Federation's strategies and will maintain good awareness of needs and interests of the Federations projects and activities.

1.2 Role of the Treasurer

The Treasurer oversees and present budgets, accounts, and financial statements to the Executive committee and to the General Assembly.

The Treasurer is responsible for formulating a budget for the next year. This budget must be accepted by the Executive Committee and approved by the General Assembly.

Treasurer advises on financial implications of strategic and operational plans on the federation's revenues.

The Treasurer is responsible for ensuring that the membership fees are paid through the EFIM Secretariat and for informing the Executive Committee when failure of payment occurs.