



# IAOH BRANCH SECRETARY MANUAL

(ver. 2025)

## Index

Sr	Content	Pages
1	Need for a Secretary's Manual for Local IAOH Branch	2
2	Objectives of a Secretary's Manual for a Local IAOH Branch	2
3	Role of a Branch Secretary of IAOH	3
4	Powers of a Branch Secretary of IAOH	3
5	Financial Management of a Local Branch of IAOH	4
6	Records & Registers of a Local Branch of IAOH	4
7	Constitutional Key Responsibilities of a Local Branch Secretary	4
8	Key Messages for a Local IAOH Branch	4
9	Forms & Resolutions (formats)	
	i. No-Objection Certificate (For transfer of Life Membership)	5
	ii. Bank Resolution - Election Results – Office Bearers	6
	iii. Bank Resolution - Authorized Signatures	7
	iv. Handover & Takeover Form of Office Bearers	8

## Introduction

The Indian Association of Occupational Health (IAOH) is a nationwide professional association of industrial physicians working across various industries in India. With branches spread across the country, the strength and effectiveness of IAOH depend significantly on the active and dynamic functioning of its local branches.

As the association evolves with technological advancements and rapid industrial development, the importance of occupational health has become more pronounced, especially in the post-COVID era. This manual aims to guide and support branch secretaries in managing their responsibilities effectively.

## Need for a Branch Secretary Manual

With the increasing number of qualified industrial physicians in India, there is a growing need to establish new branches in various geographical areas. A branch requires at least twenty (20) life members as per constitutional requirements. This manual is essential to guide, instruct, and motivate existing IAOH branches to streamline their office documents and comply with current laws. It also facilitates a smooth transition of leadership every two years when office bearers change.

## Objectives of a Secretary's Manual

1. Identify key attributes for an active and energetic branch secretary.
2. Define the scope of work and describe various tasks to be executed by the Honorary Secretary.
3. Compile existing information from organizational documents relevant to the role of the Honorary Secretary.
4. Prescribe broad guidelines for smooth, cohesive, and synergistic functioning of an IAOH branch.

## Eligibility for Honorary Secretary

As per the Framework Constitution Guidelines of IAOH India (2018), no member shall be eligible to be the Honorary Secretary unless they have been a member of the Executive Committee for two (2) years. The General Body of an IAOH branch must select or elect a life member with at least two years of experience as a Managing Committee Member.

## Essentials for an Honorary Secretary

1. Must be a life member of the branch.
2. Preferably a local resident with at least five years of stay.
3. Conversant with the Constitution of IAOH HQ and the local branch.
4. Knowledgeable about legal compliances depending on the branch's legal status.
5. Possess good communication skills, including email etiquette and correspondence.
6. Attend annual conferences and central council meetings.

## **First 100 Days as a Local IAOH Branch Secretary**

1. Familiarize with the Local Branch Constitution and IAOH HQ Constitution.
2. Understand roles and responsibilities.
3. Utilize powers granted by the Local Branch Constitution.
4. Maintain regular communication with branch office bearers.
5. Obtain all relevant documents from the predecessor, including membership registers, minute books, receipt books, voucher books, branch constitution, inward and outward registers, fixed deposit receipts, cash & cheques, and past correspondences.

## **Role of a Branch Secretary**

The branch secretary plays a pivotal role in ensuring the active functioning of the branch. They must follow up with team members to expedite tasks within timelines, connect with members for planning activities, and act as the front wheel along with the President.

## **Responsibilities of a Local IAOH Branch Secretary**

1. Attend all Executive Committee meetings and keep minutes.
2. Be an ex-officio member of all sub-committees.
3. Maintain an up-to-date register of all members.
4. Plan and organize activities for members' benefit.
5. Communicate Central IAOH decisions to local members.
6. Ensure compliance with IAOH India requirements.
7. Document minutes of meetings and maintain notes and reports.
8. Manage correspondence and execute association policies.

## **Powers of a Local IAOH Branch Secretary**

The branch secretary is empowered to take necessary actions to expedite pending matters, drawing powers from the Constitution and in consultation with the President.

## **Role & Responsibilities of an Honorary Joint Secretary**

1. Assist the Honorary Secretary in their duties.
2. Hold office in the absence or vacancy of the Honorary Secretary.
3. Maintain a register of members with detailed information.
4. Establish new contacts to increase membership.

## Financial Management

1. Funds should be kept in an approved bank.
2. Authorized signatories for the bank account will be the President, Finance Secretary, and Honorary Secretary; any two can operate the account.
3. Investments must be approved by the Executive Committee and comply with statutory requirements.
4. The National Finance Secretary may examine branch accounts if necessary.

## Record Keeping & Documents

1. Membership Register
2. Certificate of Registration
3. PAN Card
4. Yearly Audited Statement of Accounts
5. Income Tax Returns Acknowledgement
6. Minutes of Meetings
7. Income Tax Exemption Certificate (optional)
8. Memorandum of Understanding (MOU) for affiliation with IAOH India

## Constitutional Key Responsibilities

- **Processing Life Membership Applications**
  - i. Scrutinize applications and obtain necessary documents such as Medical Council Registration, permanent address details, AADHAR card, photographs, etc.
- **Organizational Elections & Annual General Body Meetings**
  - i. Plan and conduct elections every two years before September 30th.
  - ii. Provide timely notice for elections along with AGM circulars.
  - iii. Prepare a list of eligible voters.
  - iv. Appoint an Election Officer as per the constitution.
  - v. Ensure fair and transparent elections.
- **Managing Committee Meetings & Minutes**
  - i. Conduct Managing Committee meetings every two months.
  - ii. Prepare agendas in consultation with the President.
  - iii. Draft minutes and send them to the President for approval.
  - iv. Conduct General Body meetings annually with proper notice.

## Key Messages for an IAOH Local Branch

1. Proper selection / election of the Branch Secretary is crucial.
2. The Branch President must guide and monitor the Branch Secretary.
3. The Branch Secretary should be treated with respect and dignity.
4. A dynamic Branch Secretary can significantly contribute to the growth and development of the branch.

This manual serves as a comprehensive guide for branch secretaries to ensure effective management and smooth functioning of local IAOH branches across India.

# Forms & Resolutions (print on Branch letterhead)

## i. Format - No-Objection Certificate (For transfer of Life Membership)

Ref; IAOH/ \_\_\_\_\_ /2025-2026/No: \_\_\_\_\_ /Dt: \_\_\_\_\_

\_\_\_\_\_

Hon Secretary IAOH

\_\_\_\_\_

Sub : Transfer of Life membership: Dr \_\_\_\_\_ ( \_\_\_\_\_ to \_\_\_\_\_ )

Dear Dr

We have received an application of transfer of Life membership of Dr \_\_\_\_\_ from IAOH \_\_\_\_\_ branch to IAOH \_\_\_\_\_ Branch.

The applicant Life members" \_\_\_\_\_s details are as under:

Sr	Old Address at	New Address at

We have no objection to Transfer of Life Membership of \_\_\_\_\_ from IAOH \_\_\_\_\_ to IAOH \_\_\_\_\_

We request you and your branch to acknowledge this transfer of life membership and communicate the same to Dr \_\_\_\_\_ and all concerned

Dr \_\_\_\_\_

Hon Secretary

IAOH \_\_\_\_\_

Mobile: .....

Email: .....

Cc:-

- Dr \_\_\_\_\_, Hon Secretary, IAOH HQ (For Information)
- Dr \_\_\_\_\_, President (IAOH HQ (For Information)
- Dr \_\_\_\_\_ (For information and acknowledgment)

**ii. Format - Bank Resolution - Election Results – Office Bearers**

Ref: IAOH/ / YEAR/ No: /Dt. \_\_\_\_\_

Whom so ever concerned.

**RESOLUTION**

An Annual General Body Meeting of Indian Association of Occupational Health  
\_\_\_\_\_ Branch was held on \_\_\_\_\_ at  
\_\_\_\_\_.

At the Annual General Body meeting, Election officer \_\_\_\_\_ declared the names of the following mention persons to be elected to the respective post for the organizational term of years \_\_\_\_ to \_\_\_\_

	Name in full	Address & mobile
President		
Hon Secretary		
Finance Secretary		

.....  
President  
IAOH \_\_\_\_\_

.....  
Hon Secretary  
IAOH \_\_\_\_\_

Dt: .....  
Place: .....

**iii. Format - Bank Resolution - Authorized Signatures**

Ref: IAOH/ / Year/No. /Dt / / 202

Bank Manager,  
 \_\_\_\_\_  
 \_\_\_\_\_

**RESOLUTION**

An Annual General Body Meeting of Indian Association of Occupational Health \_\_\_\_\_ was held on \_\_\_\_\_ at \_\_\_\_\_.

It was resolved unanimously by members of IAOH \_\_\_\_\_ branch to authorize any two of the three authorized elected office bearers as authorized signatories namely President, Hon Secretary and Hon Finance Secretary to conduct & Expedite financial transactions of the association through the Association's Savings / Current Account at \_\_\_\_\_ in \_\_\_\_\_ City.

Designation of Office bearers	Name of Outgoing team of Office bearers	Specimen Signature of Outgoing Office bearers	Name of Incoming Team of Office bearers	Specimen Signatures of Incoming Team of Office bearers
President				
Hon Secretary				
Hon Finance Secretary				

.....  
 President  
 IAOH

.....  
 Hon Secretary  
 IAOH

Dt:  
 Place:

**iv. Format - Handover & Takeover Form of Office Bearers**

**CHARGE HANDOVER TAKE OVER OF \_\_\_\_\_ Branch of IAOH**

We, the undersigned, hereby declare handover and takeover of administrative matters of local branch of IAOH \_\_\_\_\_ with effect from \_\_\_\_\_

We hereby pledge and ensure to comply all the Constitutional Provisions of IAOH Local Branch of \_\_\_\_\_ and IAOH India.

The change and transition of power & responsibility has been given by General Body meeting of members of \_\_\_\_\_ Branch of IAOH affiliated to IAOH India in its meeting held on \_\_\_\_\_ at \_\_\_\_\_,

<b>Organizational Term</b>	<b>President</b>	<b>Hon Secretary</b>	<b>Hon Finance Secretary</b>
2025 to 2027			

As per the constitutional provisions of local IAOH Branch of \_\_\_\_\_ the following documents have been handed and taken over by the incoming Team of IAOH:

1. .
2. .
3. .