



Saudi Society of Endocrinology and Metabolism

SSEM - Operational Plan

1. Mission

The Saudi Society of Endocrinology and Metabolism provides professional services to specialists, the community, and the concerned health apparatus in the field of its specialization in endocrinology, diabetes, and metabolism.

2. Goals and Objectives:

The Saudi Society of Endocrine and Metabolism aims to achieve the following goals:

- 2.1- Education and Professional development.
- 2.2- Developing national clinical pathways.
- 2.3- Promoting research in the field of specialty.
- 2.4- Membership growth and engagement.
- 2.5- Public relations and social media presence.
- 2.6- Enhance collaboration with national, regional, and international authorities to achieve the association's goals.

3. Operational plan framework table:

3.1- General assembly:

General Assembly	Actions/ Activities	Formate	Date
Holdingthe General Assembly meeting	<ul style="list-style-type: none"> 1- Arranging Society Board Meetings. 2- Providing a Meeting Room. 3-Documenting All Meetings Minutes. 4- Quarterly Operations Reports 	<ul style="list-style-type: none"> 1- 4 Board Meetings (4 per year) 2- 10 Seats on-site/ online.(4 per year) 3- PDF Documents/ emails. 4- 4 reports 	

3.2- Goals and Objectives:

Goals	Actions/ Activities	Formate	Date
1- Education and Professional development	<ul style="list-style-type: none"> 1- On-site meeting (conference) 2. Approved activities of professional development 3. Activities without a professional development credits. 	<ul style="list-style-type: none"> 1-Conference.(20- 30) hours (onsite/ hybrid). 2- One Online Symposia (8-10 hours) /4-6 Scientific Club meetings/ 2 Workshops (with the annual conference)/ 2 courses (for fellows and residents) / Webinars (monthly excluding vacations and holidays (Minimal 8 activities per year) 3- awareness campaigns for national and international days . (8 activities per year) 	
2- Developing national clinical pathways.	<ul style="list-style-type: none"> 1- Establishing specialized committees or task forces to develop national clinical pathways. 	<ul style="list-style-type: none"> 1- Four Documents per year. 	
3- Promoting research in the field of specialty.	<ul style="list-style-type: none"> 1- Scientific research support grant. 2- Organizing research competitions for active and affiliated members of the association. 	<ul style="list-style-type: none"> 1- Yearly grant to support publishing research in peer reviewed journals. 2- Yearly Scientific Research Day (can be part of the annual conference. 	

<p>4- Membership growth and engagement.</p>	<p>1- Membership data consolidation</p> <p>2- Membership Benefits Program</p> <p>3- Members Sponsorship Program</p>	<p>1- Providing an updated list of active members, and associate members, including the date of membership.(100% data update)</p> <p>2- Discounts for members in association activities and other benefits.</p> <p>3- Supporting active members to Attending local and international Scientific activities (10 local activities and 5 international activities per year).</p>	
<p>5- Public relations and social media presence.</p>	<p>1- Website Creation and Maintenance</p> <p>2- Social Media Accounts Management</p> <p>3- Raise Endocrine Health Awareness</p> <p>4- Providing an awareness journal.</p>	<p>1- Content Creation and Management.</p> <p>2- Total Posts In 4 accounts.(44 Posts per month. (36 Text Only & 8 Text with designs).</p> <p>3- Organize local awareness campaigns to public (10 different local awareness activities per year).</p> <p>4- Once per year (Minimum).</p>	
<p>6- Enhance collaboration with national, regional, and international authorities to achieve the association's goals.</p>	<p>1- Signing a collaborative framework agreement with national authority (for example: Saudi Patient safety Center)</p> <p>2- Signing a collaborative framework agreement with regional and international scientific associations</p>	<p>1- One national authority per year</p> <p>2- One regional and 1 international associations per year</p>	
<p>7- Enhance collaboration and partnerships with healthcare industry.</p>	<p>1- Preparing channels of cooperation with companies.</p> <p>2- Preparing sponsorship packages and approval by the board.</p> <p>3- Communicating with sponsors, conducting industry meetings and negotiating with them</p>	<p>1- Meetings and connections. (1-2) per year</p> <p>2-Sponsorship Management (1-2) per year.</p> <p>3-Sponsorship Management (1-2) per year</p>	



Activity Calendar

April

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
World Health Day Awareness						
14	15	16	17	18	19	20
			Society Board Meetings (2)			
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

May

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
			National Women's Health Month Awareness			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
						World Thyroid Day
26	27	28	29	30	31	1
					World No Tobacco Day	
2	3	4	5	6	7	8

June

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

July

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

August

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
				National Immunization Awareness Month Awareness		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
			Society Board Meetings (3)			
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

September

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
National Childhood Obesity Awareness Month						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
World Lymphoma Awareness Day						
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

October

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
				ICED Annule Conference	ICED Annule Conference	ICED Annule Conference
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

November

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
					National Diabetes Month	Pancreatic Cancer Awareness Month
3	4	5	6	7	8	9
		Jeddah Club Event				
10	11	12	13	14	15	16
		Gulf Diabetes Week		World Diabetes Day		
17	18	19	20	21	22	23
				World Pancreatic Cancer Day		
24	25	26	27	28	29	30
1	2	3	4	5	6	7

December

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			Society Board Meetings (4)			
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11