

## **Roles and Responsibilities of Executive members of IPMS(UK)**

### **Magazine Editor**

As a member of the Executive committee of IPMS (UK) this officer has the responsibilities of a company director of IPMS (UK), company registration number 03222907.

The roles and responsibilities of the Magazine Editor are as follows:

- To produce a magazine for all registered members of IPMS (UK).
- Plan, edit and present the contents of the magazine to a suitable standard.
- Ensure that the society regularly publishes six issues of the magazine per year as the main form of communication to all members on society business.
- Encourage members of IPMS (UK) to contribute articles to the magazine.
- Liaise with the designated designer on the layout and content of the magazine.
- Write reports for other company directors at company board meetings.

Roles and responsibilities as a company director of IPMS (UK)

- To comply with the Companies Act 2006.
- To adhere to the Articles of Association and Club Rules of the Society.
- To promote the success of the company.
- To apply independent judgment.
- To exercise reasonable care, skill, and diligence.
- To avoid conflicts of interest and personal benefits.
- To maintain complete records of activities for the company.
- To attend company board meetings.

Tony Horton  
IPMS(UK) Honorary Secretary  
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