

Roles and Responsibilities of Executive members of IPMS(UK)

Membership Secretary

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 Membership Secretary are as follows:

- Maintain records of current and former members of the society.
- Responsible for the Direct Debit process.
- The issuing of Membership cards.
- Generate bi-monthly the magazine distribution list.
- Securely hold membership information in accordance with General Data Protection Rules (GDPR).
- Maintain membermojo Membership database in accordance with GDPR rules.
- Prepare separate Monthly M form return for submission to the Treasurer.
- To compile written reports for company 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
20th November 2020