

Roles and Responsibilities for Executive Members of IPMS(UK)

Overseas Liaison Officer (OLO)

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 Overseas Liaison Officer are as follows:

- Attend to queries, e-mail and postal from overseas IPMS bodies.
- Pass overseas magazines to Technical Advisory Service.
- Keep Webmaster informed of changes in overseas bodies' contact information.
- Update distribution listing with changes in overseas contacts and forward to Membership Secretary and Editor.
- Organise National Bodies – send out Establishment of National Body letter and follow up with IPMS Formal Undertaking proforma.
- Create and print charters for overseas bodies.
- Get charters signed and posted to overseas bodies.
- Co-ordinate overseas information with Webmaster.
- Co-ordinate overseas contest certificates.
- 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