

Roles and Responsibilities for Executive Members of IPMS(UK)

Treasurer

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 Treasurer are as follows:

- Arrange for the archive filing of the financial records at the Company's secure storage unit.
- Serve as a bank signatory. The Company requires dual signatures on all payments, and the Treasurer is to be one of those signatories.
- Maintain complete files and audit trail to support entries in the accounting system, also to regularly back-up the accounting system and supporting electronic records.
- Act as primary contact point with the appointed insurance brokers. This shall involve providing information relevant to the brokers as requested and required in accordance with the terms of the insurance policies to enable the insurers are able to assess the risk and determine the annual insurance premiums.
- Act as primary contact with the appointed accountants.
- Prepare draft accounts and send together with the supporting records each January/February to the appointed accountants to prepare the statutory accounts. Arrange for filing of accounts with Companies House by the appointed accountants.
- Liaise and manage all the Society bank accounts and tax demands.
- Prepare a preliminary set of accounts for publication and financial report for the Society AGM book.
- Prepare the quarterly VAT returns and pass the information to the appointed accountants for checking and correction as necessary and submission to HMRC.
- Prepare all financial arrangements for Scale ModelWorld.
- Produce the Financial and Treasurer's reports for all directors' 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