

Roles and Responsibilities for Executive Members of IPMS(UK)

UK Liaison Officer (UKLO)

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 UK Liaison Officer are as follows:

- The principal point of contact between IPMS (UK) Branch and Special Interest Groups (SIGs).
- To provide advice and support in setting up/running a Branch or SIG in the UK.
- Liaise directly with the general membership of IPMS (UK) with respect to the Branches and SIGs.
- Liaise directly with the Executive Committee in support of our Branches and SIGs and provide a voice for the Branches and SIGs on the Executive Committee.
- To perform an Annual Return of all IPMS(UK) Branches and SIGs.
- To Represent Branches' and SIGs' interests during Executive Committee meetings and votes.
- To liaise with other Executive Committee members as required in support of the UKLO role.
- Liaise with the Scale ModelWorld Manager for display space for all Branches and SIGs at Scale ModelWorld.
- To organise volunteers from the Branches and SIGs for Scale ModelWorld.
- To appoint a Deputy UKLO if necessary.
- 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