

## **Roles and Responsibilities for Executive Members of IPMS(UK)**

### **Webmaster**

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 Webmaster are as follows:

- The Webmaster has responsibility for the sourcing, operations and day-to day running of the Society's website, email system and survey system.
- To assist in the functioning of other on-line systems when required.
- To appoint a Deputy Webmaster, whose responsibility is the updating and operation of the events diary on the website.
- To insure a safe and secure running of all online activities for IPMS(UK).
- 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  
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