

Roles and Responsibilities of Executive members of IPMS(UK)

Honorary 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 Honorary Secretary are as follows:

- To review and maintain all company records.
- Be the registered point of contact for Companies House and to update records held at Companies House.
- To advise the Executive Committee of their legal and corporate responsibilities.
- Organise and record details of any IPMS (UK) board meetings.
- To ensure that the current Article of Association and Club Rules are updated and are filed with Companies House.
- To organise the society's annual general meeting (AGM).
- To collate all nominations and voting forms from the members.
- Assist the Scale ModelWorld manager during the annual show.

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