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UK Members' Handbook

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Purpose of the IOM UK Member's Handbook.

This manual's purpose is to explain any allowed variation in how IOM UK works on a day-to-day basis compared to IOM, for the benefit of all members and officers.

The Articles of Association of IOM are available from Companies house. These define the legal identity and legal reporting requirements as well as listing the Directors.

International Institute of Obsolescence Management is registered in the UK as a company limited by guarantee. Company registration no: 05327680

Duties and responsibilities.

Introduction

The purpose of this section of the Member's Handbook is to define the duties and responsibilities of the officers and members of the IOM UK

IOM UK Council

The role of the IOM UK Council is to police IOM policy and promote the benefits of IOM membership.

The IOM UK Council contains a representative and defined number of Members elected by and from the UK IOM membership.

The responsibilities of the IOM UK Council are to: -

- Oversee the activities of IOM UK, including local finance, and to report activities, progress, initiatives back to the board.
- Organise the periodic Member Meetings, which will be open to all IOM Members including members of overseas groups.
- Initiate, oversee and monitor the activities of all the Working Groups
- Monitor and respond to trends, which affect Obsolescence and its management.
- Accept workable ideas coming from their membership and to take new initiatives where appropriate in the context of Obsolescence.
- Monitor by way of survey, the success or otherwise, of each members meeting, to analyse the results and apply lessons learned.
- Monitor membership numbers – analyse any losses to ensure that the IOM UK's activities in the chapter region meet the needs of the membership.
- Communicate and co-operate with all other IOM Chapters. Market conditions vary from National area to National area. Valuable experiences from one area are likely to have significance in others.
- Feed information forward, through the Chairperson and/or Vice Chairperson to the IOM Board.

Chairperson

The IOM UK Chairperson is elected by the members of the IOM UK Chapter. All roles are self-funding except in exceptional circumstances where pre-approved expenditure may be reimbursed.

Under normal circumstances, the Chairperson is already a member of IOM and has previously served as the Vice-Chairperson or as a Council Member. Upon exceptional circumstances when no suitable candidate is available, then the Chairperson can be co-opted from outside the IOM UK Council

All actions should be undertaken with the best interests of IOM and the IOM community.

The requirements of the Chairperson's role are as follows:

- To be specifically concerned with the Strategy of taking IOM UK forward.
- To lead the IOM UK Council meetings.
- To Chair the UK Member meetings.
- To represent IOM nationally and internationally as appropriate particularly where expansion activities are planned.
- To maintain regular contact with the Secretariat on matters arising, supporting decision making, and establishing IOM UK direction.
- To provide industry knowledge and technology awareness to the Secretariat.
- To represent the IOM UK Chapter at IOM Board meetings.
- To work with and involve the Vice Chairperson to prepare them for possible election as Chairperson.
- To write a column in the IOM Newsletter.
- To support the Secretariat with opportunities to expand membership and present to external bodies.
- To represent IOM where appropriate during their day to day business activities.
- To support working group Chairperson when requested or when it is deemed necessary.
- To work with the Technical Manager and any Council Marketing lead on press articles prepared for IOM and be prepared to be the nominated author.
- To be available to all members to discuss IOM UK activities when required.

Vice-Chairperson

The Vice-Chairperson is elected by and from the IOM UK Council. This role is a self-funding in all his activities.

The requirements of the Vice Chairperson's role are as follows:

- To support the IOM UK Chairperson.
- To be specifically concerned with the day to day operation of IOM UK.
- To represent the IOM UK chapter in the Chairperson's absence.
- To support the decision-making process.
- To deputise for the Chairperson when necessary and when mutually acceptable.
- To carry out tasks that the Chairperson delegates to the Vice-Chair, where mutually acceptable.
- To communicate regularly with the Chairperson.

- To represent IOM where appropriate during their day to day business activities

IOM UK Council Member

The IOM Council Members are elected by the membership and serve for a three-year period. These roles are self-funding in all its activities, except by prior agreement.

The requirements of the Council Member's role are as follows:

- To support the IOM UK Chairperson.
- To represent the IOM UK Council in the Chairperson's / Vice Chairperson's absence if nominated to do so.
- To support the decision-making process.
- To deputise for the Chairperson and Vice Chairperson when necessary and when mutually acceptable.
- To carry out tasks that the Chairperson or Vice Chairperson delegates to the Council member, where mutually acceptable.
- To engage with new members at Member Meetings
- To consider innovations & strategies that benefit IOM as a whole
- To encourage members to volunteer to make presentations at Member meetings.
- To encourage members to consider taking a role in developing the chapter.
- To represent IOM where appropriate during their day to day business activities

Secretariat

The secretariat is shared with IOM international and those specific requirements for the UK will involve the UK council.

- Financial & Management accounting
- Meeting logistics arrangements and liaison with sponsors and speakers
- Management of new member enquiries and member registration.
- Support to the chapter council

Technical Manager

The Technical Manager is shared with IOM HQ and those specific requirements for the UK will involve the UK council.

These include:

- External representation on behalf of the group within other trade associations and groups.
- Preparing and delivering public presentations on behalf of the group
- Support to the chapter council
- Providing secretariat service at Members meeting and Council Meetings
- Helping develop membership

Election of the IOM UK Council

The Members of an IOM UK Council are drawn from and by the IOM UK membership by election. Nominations are sought from and by the membership to fill all the positions available.

All council members will be elected at the last meeting of the year on a 3-yearly rotation, this will be accomplished by a show of hands of members attending the meeting and will be by simple majority; if there are insufficient or just sufficient members to fill the positions available then no vote is required except for the position of Chairperson.

A Corporate member can have up to two votes at the meeting and a proxy can be used for a missing voter.

An individual member has one vote

The IOM UK Chapter Chairperson will be elected from amongst the newly elected council members by the same process.

Positions are vacated and taken up on the 1st January of the following year, and are for a term of three years.

IOM UK Member Meetings

UK member's meetings will be held at least three times a year with the exception that if an IOM international conference is held in the UK that will form one of the member meetings.

Corporate Members

Corporate members are company members operating from a single site that is authorised to send two members to any members meeting and two to have two votes in any IOM UK election or voting process.

Individual Members

Individual members are single persons primarily joining IOM to gain CPD qualifications to further their careers. They can attend member meetings at a small cost and have a single vote in any IOM UK election or voting process.

Honorary Members

IOM UK council may at its own discretion appoint honorary members to retain experience and influence internationally or within a chapter and who will act as an unpaid ambassador for IOM.

Selection of Honorary members

Honorary members may be selected by the Chapter Council, selection should be by anonymous vote and a unanimous verdict must be recorded.

Rules for Honorary members

1. Must not be actively involved in commercial activity in Obsolescence Management.
2. Likely to be seen as an effective ambassador in the field.

3. Honorary membership lasts for a period of two years.
4. An honorary member may step down at any time.

Entitlements

1. Waiver of the membership fee due.
2. Attend chapter meetings without charge.
3. Assistance with travel costs if requested to assist IOM interests or give a presentation on behalf of IOM.
4. Continued use of previous post nominal letters.

Honorary member status will be reviewed every two years to ensure that it is still appropriate.

Misconduct

In the event that Members are found to be acting in such a way as to be seen to be acting against the interest of IOM overall or its membership, the matter will be considered and appropriate action taken by the relevant IOM UK Council. An appeal can be made to the IOM president if required.

In the case of cancellation of membership by reason of misconduct, then there would be no refund of any residual subscription and any actions taken by IOM UK would be “without prejudice”

Grievance Procedure.

Should any Member of IOM feel that they have a legitimate complaint against the IOM organisation, then this should, in the first instance, be brought to the attention of the IOM UK Chairperson (or other member of the IOM UK Council). An appeal process to the IOM board is also available.

Issued under the authority of the IOM UK Council

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