



INTERNATIONAL POLICE ASSOCIATION
Section UNITED KINGDOM

President

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National Executive Committee

Roles

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Responsibilities

All members of the National Executive Committee (NEC) have the following joint responsibilities:

- Actively promote the mission and vision of the International Police Association;
- Plan strategically; co-ordinate decision-making, set standards and establish protocols for Section UK; advise members on issues relating to Section UK's Constitution, Rules and Directives;
- Attend all meetings of the National Council: prepare and submit annual reports; deal with matters as directed by or on behalf of the National Council;
- In rotation with other NEC members, act as a Trustee of 1 Fox Road;
- Represent the Section at any International meeting or event in accordance with agreed protocol.

In addition, each member of the NEC shall have areas of responsibility appertaining to their individual office.

President

The President will perform duties commensurate to that title. In particular the President shall:

1. Guard the Constitution of Section UK; lead on all matters concerning the drafting of amendments to the Constitution & Rules, Directives and/or Protocols;
2. Guard the corporate identity of Section UK;
3. Set the National Strategy;
4. Preside over all meetings of the National Council and the NEC. Chair the Strategic Sub-committee (SSC);
5. Represent the Section as delegate at all meetings of the International Executive Committee (IEC) in accordance with the International Statutes & Rules; and at other conferences or fora in accordance with Constitution & Rules of Section UK;
6. Liaise with the International Commission for External Relations (ERC) of the Permanent Executive Bureau (PEB);
7. Be a member of all established Sub-Committees of the National Council;
8. Act as a signatory on financial documents.

In the absence of the President, his duties will be performed by one of the Vice-Presidents appointed by the President.

Secretary-General

The Secretary-General shall be responsible for the **Structure** Strand of the National Strategy, and shall:

9. Be responsible for the British Section Administrative Centre (BSAC);
10. Line manage the Business Operations Manager;
11. Chair the Staffing Sub-committee;
12. Administer Special Interest Groups; Oversee the activities of the National Archivist;
13. Chair the Administration Sub-committee (ASC);
14. Deal with general correspondence; administer the Complaints Protocol.
15. Act as principal advisor to the wider membership on administrative matters relating to matters concerning the Constitution & Rules, Directives and Protocols;
16. Manage the Agenda and organisation of meetings of the National Council and of the NEC (including wording of Motions);
17. National Strategy – lead on the **Structure** Strand - *Regional & Branch Infrastructure; Succession planning; Corporate branding;*
18. Assist the President on all matters concerning the drafting of amendments to the Constitution & Rules, Directives and/or Protocols;
19. Co-ordinate and / or deal with any legal problems including signing legal or other official papers on behalf of the Section;
20. Visit Venues and oversee the negotiation of contracts for meetings of the National Council in conjunction with the Treasurer;
21. Maintain a record of applications for use of IPA Crest and Roundel, ensuring that there is no breach of the International Copyright;
22. Be responsible for conformity with International Copyright and content, as detailed in the Website Integrity Policy;
23. Maintain a record of Overseas Visits by Regions and Branches;

24. Liaise with the Secretaries-General of other Sections and assist whenever possible with any enquiries;
25. Liaise with the International Secretary-General (ISG) and International Administration Centre (IAC) regarding any matters affecting the Section, in particular forwarding Motions for the Agenda of the IEC on behalf of Section UK;
26. As Section UK liaison to the International Internal Commission (IIC) of the Permanent Executive Bureau (PEB), complete the administrative International Progress Report issued by the IIC each year, and any other such returns requested and not dealt with elsewhere within the NEC;

Treasurer

The Treasurer shall be responsible for the **Finance** Strand of the National Strategy, ensuring the substantive accuracy of the general finances, and shall:

27. Set annual budget streams for all members of the NEC in line with the overall budgetary constraints of the national financial statement; additionally, review annually national fees and levies and recommend increases/decreases accordingly;
28. Conduct an annual audit of stock at BSAC;
29. Lead on income generation initiatives;
30. Act as a signatory on financial documents;
31. Monitor receipt of Annual Regional/Branch/Special Interest Groups' Accounts at BSAC and take appropriate action against defaulters (Rule 63);
32. Inspect Annual Regional/Branch/ Special Interest Groups' Accounts and take appropriate action on any irregularities;
33. Work jointly with the Business Operations Manager (with financial line management responsibility) and Association's Accountant in the preparation of annual financial statements for approval by the NEC and National Council;
34. Chair meetings of the Finance Sub-Committee (FSC);
35. Conduct an annual Health & Safety inspection, plus a general inspection of BSAC and, in consultation with the Business Operations Manager, make recommendations for improvement/maintenance;
36. Be a member of the Staffing Sub-Committee;
37. Visit Venues and oversee the negotiation of contracts for meetings of the National Council in conjunction with the Secretary-General.

Vice President

This Vice-President shall be responsible for the **Communications** strand of the National Strategy, and in particular shall:

38. Chair meetings of the Communications Team. Line manage the Communications Manager;
39. Be a member of the Staffing Sub-Committee;
40. Oversee the Media Strategy for Section UK; *Website*; Police World; *IT Coordination*;
41. Act as NEC lead with the Section UK Liaison Officer for the Information & Education Centre (IBZ) Gimborn;
42. Forge links with the wider police family; Exhibitions and Promotional opportunities;
43. Oversee the activities of the National Supplies Officer (NSO);
44. As Section UK liaison to the International Professional Commission (IPC) of the Permanent Executive Bureau (PEB), complete the administrative International Progress Report issued by the IPC each year.

Vice-President

This Vice-President shall be responsible for the **Membership** Strand of the National Strategy; in particular **Services to the current membership aimed at Retention**, and shall:

45. Encourage the development of a national strategy aimed at creating more Special Interest Groups;
46. Develop the national sponsorship strategy and maximise opportunities;
47. Oversee the national strategy on IPA Houses;
48. Develop and encourage sporting and recreational activities, organised at Branch, Region or National level;
49. As Section UK liaison to the International Social Commission (ISC) of the Permanent Executive Bureau (PEB), complete of the administrative International Progress Report issued by the ISC each year;

Vice-President

This Vice-President shall be responsible for the **Membership** Strand of the National Strategy; in particular **Initiatives aimed at the Recruitment of new Members**, and shall:

50. Develop contacts with companies and organisations to negotiate advantageous services and rates for the membership; regularly review these services and rates in order to maintain a high standard of service to the membership;
51. Develop a national strategy specifically aimed at Recruitment of new Members;
52. Oversee educational Study Tours operated nationally or regionally;
53. Encourage more Section UK Members to attend IBZ Gimborn;
54. Liaise with the ICC concerning International Youth Gatherings, Competitions and Seminars;
55. As Section UK liaison to the International Cultural Commission (ICC) of the Permanent Executive Bureau (PEB), complete the administrative International Progress Report issued by the ICC each year.