Institute of Medical Illustrators

Institute of Medical Illustrators

Governance Overview

Institute of Medical Illustrators

Registered No. 933565

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www.imi.org.uk

Comment or suggestions for amendments
to the IMI Honorary Secretary (secretary@imi.org.uk)

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Introduction

The Institute of Medical Illustrators (IMI) is a voluntary organisation formed in 1968.

The Institute's primary objective is to promote and advance education in all matters connected with medical illustration.

Full details of the organisation's objectives and activities for which the Institute is established are set out in the Institute's Memorandum of Association*.

The Institute of Medical Illustrators is registered in England and Wales under the Companies Act 2006 as a Company Limited by guarantee and not having a share capital.

The Institute of Medical Illustrators is also registered as a charity.

IMI Company Number	933565.
IMI Charity Registration	313433

Structure

The management of the Institute is vested in the elected Council comprising:

1. Elected Chairman – elected by the membership every two years
2. Elected Council – elected by the membership every three years
3. Honorary Treasurer whose appointment is reviewed annually
4. Honorary Secretary whose appointment is reviewed annually

The Council appoint various committees to consider special subjects.

The day to day operational management of the institute is vested in the Officers – the Chairman, Honorary Treasurer and Honorary Secretary.

All these persons must be Fellows, Members, Honorary Fellows or Retired members of the Institute, elected by the Institute at the Annual General Meeting.

Full details of the organisation's structure and activities are set out in the Institute's Memorandum of Association and Articles of Association.

Financial Management

The Institute's Council, Chairman and Officers are 'Directors and Trustees' of the organisation for the purposes of the Companies Act 2006.

The day to day financial management of the organisation is undertaken by the Institute's Honorary Treasurer who will be responsible for:

- Preparing financial reports for the auditors
- Preparing financial reports for the membership
- Identifying financial risks
- Approving business cases
- Managing investment
- Charging and invoicing
- Budget management including annual budget setting
- Management of assets inventory

These activities are supported by the Institute's documents:

Memorandum of Association, Articles of Association, IMI Expenses Document, IMI Rules of Business, Declaration Form, Investment Policy, Data & Records Management Policy.

Records and Data Management

In the course of carrying out its business the Institute of Medical Illustrators collects and uses information from individuals and external organisations and generates a wide range of data/information which is recorded.

These records are managed by means of the Institute's Data and Records Management Policy* ,and the Institute's Data Sharing Document and Data Processing Agreement. These documents collectively detail what records are made, how they are stored and located and retention periods.

The Institute's Business Continuity Document details practical elements for ensuring 'business-as-usual (BAU) in the event of a major problem.

The Institute is registered with the Information Commissioner.

Website and Databases

The day to day management of the Institute's website is vested in the IMI webmaster and Web Team.

The Web Team is required to have access to auditable activity records for the IMI website which includes the IMI database used to record membership, financial transactions and website activity. These are managed by a third-party supplier commissioned by the Institute. However, regular 'moment-in-time' backups are made (at least annually) and stored in physically separate locations.

Legal Obligations

The Institute is bound by a number of legal acts including:

- Companies Act 2006
- Charity Commission
- General Data Protection Regulations
- The Freedom of Information Act 2000

Membership

Members are those individuals who have been admitted to the Institute and whose subscriptions are paid and up to date. All members are bound by the IMI Code of Conduct and the Institute's Disciplinary Procedure.

Full details of eligibility are detailed in the Institute's Articles of Association.

Those individuals serving on Council or Teams or as Officers are additionally required to submit a Declaration Form annually.

Preventive Action

Preventive action relates to the monitoring activities that are needed to ensure that business continuity is defined, planned and implemented in an attempt to detect and eliminate potential causes of problems that affect the operation of IMI before they occur.

The Institute's Council and Officers will implement and document a risk-based approach to dealing with preventive action where key elements of the organisation's operation are identified and supported in order to eliminate existing and potential detrimental affects upon operation.

Methods of identifying preventive actions will include:

- Complaints and informal member feedback comments
- Incident Reporting
- IMI Business Continuity Document
- IMI Role Descriptors
- IMI Council, Financial and Team reports
- AGM papers
- IMI website
- IMI Social Media platforms
- IMI declaration Forms

Reference Documents

Memorandum of Association

Articles of Association

IMI Code of Conduct

IMI Expenses Document

IMI Rules of Business

Declaration Form

Investment Policy

Data & Records Management Policy

Data Processing Agreement

Business Continuity Document

Disciplinary Document