

## Key Volunteer Responsibilities

### IMT Chairperson

- providing leadership
- chairing IMT meetings in an orderly and efficient manner
- preparing AGMs and EGMs with the support of the Secretary
- representing the IMT

### IMT Vice-Chair

- watching and supporting the chairperson in their role
- being ready to act in place of the chairperson in case of an emergency

### IMT Secretary

- keeping membership register of the IMT up to date
- ensuring meetings are effectively organised and minuted
- maintaining effective records
- ensuring statutory requirements are met by the IMT as company limited by guarantee
- ensuring that the charity complies with the requirements of the Charity Regulator

### IMT Vice-Secretary

- watching and supporting the secretary in their role
- being ready to act in place of the secretary in case of an emergency

### IMT Treasurer

- general financial oversight
- banking, book keeping and record keeping
- financial reporting
- liaising with potential donors

### IMT Directors

- ensuring that the charity accurately describes the purpose of any fundraising
- ensuring that donations received are used to further the charity's charitable purpose
- honouring donors' requests if specific-purpose donations are made
- awareness and fulfilment of the *Duties of Charity Trustees*

### Leaders for IMO, EGMO and similar events

- organising the team training schedule, with support from deputy leader and volunteers
- jury member responsibilities as outlined by the official rules of the event
- completing the leader's report within 6 months from the event

### Deputy leaders for IMO, EGMO and similar events

- notifying the team members of their selection and related rights and responsibilities
- completing the official team registration for the event, with support from leader
- organising the team training schedule, with support from leader and volunteers
- making travel arrangements for the team, including travel insurance, any visa and other legal requirements by the host country
- acting in loco parentis during travel and on location of the event

### Mathematics Enrichment Centres

The IMT liaises with Enrichment Centres who take full responsibility for organising maths enrichment classes and support the smooth running of olympiads/selection tests in their centres.

## Stakeholders

We have identified the following stakeholders:

### **Beneficiaries**

School students who are interested in mathematics.

### **Supporters**

- teachers of mathematics,
- former Maths Olympiad participants

### **Volunteers**

IMT members

### **Funders and donors**

DES, CFI

### **Regulators**

CRA and CRO