

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 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 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