Role of Directors of EFOMP as the Company

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EFOMP new officers introductory course / a.mani@abdn.ac.uk
EFOMP is registered as a company in UK

- Company number **06480149**
- All officers including President, Secretary and Treasurer are directors of the company
- All NMOs are members of the company
- Allows EFMOP to bid in EU project initiatives (legal binding)

https://beta.companieshouse.gov.uk/company/06480149
EFOMP’s current Directors

Currently we have 12 officers. New directors are formally appointed at the start of the year and outgoing officers are resigned.

The list of all officers can be found at: https://efomp.org/index.php?r=structure
All new officers will receive a letter like this.

Don’t panic!

Dear

Congratulations on being appointed as a director of EUROPEAN FEDERATION OF ORGANIZATIONS FOR MEDICAL PHYSICS.

As a company director there are certain duties you must fulfil to ensure your company complies with the law. These include:

- filing the annual accounts for your company
- filing the confirmation statement for your company

It’s your responsibility, as a director, to ensure these documents are delivered to us on time. If you fail to do so it is a criminal offence. If the annual accounts aren’t delivered on time, your company will receive a late filing penalty. For more information on your annual responsibilities as a director visit www.companieshouse.gov.uk/director.

You may also tell us about any changes in your company, such as:

- the appointment of a director or the termination of an appointment
- a change to your company’s registered office address

To help you fulfil these obligations, we recommend using our online service. Registration is quick, easy and will allow you to check your filing deadlines and company data. Sign up now and allow 5 working days for your authentication code to arrive by post to your registered office address.

More information about your director duties can be found in the enclosed leaflet, but there’s also lots of helpful information on GOV.UK.

Want to ask us a quick question? Tweet us @CompaniesHouse

Yours sincerely

Companies House
Duties of company directors

✓ Ensure company complies with the UK law
✓ Filing the annual accounts for the company
  😞 Failure to do is an criminal offence!
✓ Returns are audited by an approved auditor
✓ Filing confirmation statement for the company
✓ In real terms, the above are managed by the Treasurer, supported by the President and the Secretary of EFOMP
✓ Paperwork is managed by Fiona, EFOMP’s admin support

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Duties of company directors

✓ Prepare the Directors’ Report and the financial statements in accordance with applicable law and regulations

✓ Keep adequate accounting records (Managed by Treasurer)

✓ Responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

✓ Ensure an AGM is carried out annually

✓ Annual accounts for the company is approved by members (NMOS)

✓ Auditor for the next year is approved by members (NMOS)

✓ Formal minutes are recorded and approved