

Ordinary Resolution 2

Council and the NIMH office will write up Standard Operating Procedures (SOPs)* for the key processes of managing collection of membership subscriptions, renewal of memberships, and the production of annual accounts, tax returns and Companies House returns.

These standard operating procedures must include

- The use of a secure password manager** for all passwords used in the Office with at least 2 members of Council having administrator roles.
- Compilation of a list of contacts for all organisations with whom the Institute has a financial relationship, to be kept in a folder accessible to all directors.

No single individual should be solely responsible for initiating, reviewing and approving any one of these key processes.

Notes

The administration of the NIMH is currently dependent on a very small number of personnel. We need to have clear guidelines for these essential processes in order to safeguard our basic administration at times of transition, for unexpected circumstances such as sudden illness, and to mitigate against single person and single role dependencies.

These SOPs should be made ready, with all passwords moved to the new password manager, before the end of October 2026. These documents should all be reviewed annually to ensure they remain accurate, complete and up to date, with the completion of this review being reported to the Council as part of the Compliance Lead's reporting.

*A Standard Operating Procedure (SOP) Is a set of step-by-step instructions compiled by an organisation to help carry out routine operations.

**A password manager is a software programme that can generate, autofill and store passwords. If your browser or phone auto-fills your passwords for you, then you are already using at least the basic one that comes bundled with your browser or device. Dedicated password managers offer superior security and can facilitate more than one administrator to reduce the risk of being locked out.

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