British Malaysian Society Constitution – proposed update

Abbreviations

AGM – Annual General Meeting

EGM – Extraordinary General Meeting

ExCo – BMS Executive Committee

Society – British Malaysian Society

UK – United Kingdom

1. SOCIETY VISION, MISSION STATEMENT AND VALUES

1.1 Society vision

The British Malaysian Society's (Society) vision is to be the leading society that fosters and strengthens the bonds of bilateral trade, education, tourism, and cultural exchange between the United Kingdom (UK) and Malaysia through our shared values, goals and enduring partnership.

1.2 Society mission statement

The Society aims to create an interconnected, informed, and culturally enriched network that empowers businesses, professionals, students and educators from both nations to collaborate, innovate, and thrive in a dynamic global environment.

1.3 Society values

The Society is an inclusive organisation, promoting bilateral relations and engagement in an atmosphere of endearing mutual respect and enduring trust. The values of the Society are as follows:

- Collaboration - through teamwork, networking and networks
- Creativity - through inventions, innovations and entrepreneurship
- Diversity - embracing gender equality and all cultures and ethnicities, ages and professions

2. SOCIETY OBJECTIVES

The Society is committed to delivering a meaningful impact on the economic, educational and cultural landscapes of Malaysia and the UK by:

1. Providing opportunities for businesses, professionals, and educators to collaborate and innovate in a supportive environment.
2. Fostering cultural programmes and social initiatives that engender harmony and an atmosphere of positive change.
3. Maintaining the highest ethical and professional standards in all business, social and educational initiatives.
4. Advancing economic prosperity by creating networking opportunities that drive growth and success.

5. Bridging the gap between the UK and Malaysia through dedicated efforts and initiatives that nurture interconnectedness and cooperation.

3. MEMBERSHIP

Membership of the Society is open to individuals or corporate bodies (Applicant) who subscribe to the objectives of the Society. The categories of membership shall be determined by the Executive Committee (ExCo) from time to time, initially as set out below. The Society's ExCo has the right to refuse any membership application if it concludes it is not in the best interests of the Society based on evidence of a criminal record or behaviour inconsistent with the values of the Society. The Applicant shall have the right to appeal to the ExCo in writing, supporting their application for Society membership.

All members must agree to manage their Society membership subscription (including membership renewals) through the Society's online membership management system and database.

3.1 Categories of membership

3.1.1 Individual and Joint Membership

Individuals may join as a single individual or jointly, if married or in a civil partnership and residing together. Other combinations of close family members are allowed as Joint members such as siblings and parent/child pairs.

Individual and both Joint members shall enjoy the rights of full membership, including voting rights. In the case of Joint members, the subscription is registered in the name of one individual who is responsible for maintaining the membership subscription as required by the Society.

3.1.2 Corporate Membership

Corporate membership shall be open to any corporate entity. Corporate membership shall include 2 categories:

- Small enterprise:
  - Fewer than 50 employees
  - Annual turnover or balance sheet not exceeding £10.2 million
- Large enterprise:
  - 50 or more employees
  - Annual turnover or balance sheet exceeding £10.2 million

Small enterprise corporate members shall have 3 representatives while large enterprise corporate members shall have 5 representatives. All such representatives shall be entitled to equal voting rights as Individual members.

3.1.3 Student Membership

Students may join the Society as an individual Student member. After the completion of their studies, students shall continue as Student members for up to one year following their graduation. Once a Student member has commenced employment, the student is required to inform the Society and upgrade their membership to Individual at the time when the subscription becomes due for renewal. There is no joint membership option available for Student members and their spouses or civil partners. Spouses or civil partners of Student members are free to join the Society according to the appropriate category of membership. Student members shall enjoy the rights of full membership, including voting rights.

3.1.4 Honorary Professional Membership

Occasionally the Society may wish to enlist the assistance of individuals to serve in an advisory or specialist role in pursuance of specific Society objectives. In such cases where the circumstances are not ideal for full paid up Individual membership, the ExCo shall grant such individuals short term membership not exceeding one year, which can however be renewed at the discretion of the ExCo. Honorary Professional members are: required to comply with the values, aims and objectives of the Society; and are eligible for the benefits of full membership, excluding voting rights.

3.1.5 Lifetime Honorary Membership

Under special circumstances, Lifetime Honorary membership shall be granted to long-serving Society members who have demonstrated distinguished service to the Society or to individuals outside the Society who are considered to be eminent and whose vision, values and mission align with those of the Society. A candidate to be considered for Lifetime Honorary membership must be proposed by an ExCo member to the ExCo for consideration and a vote for which a simple ExCo majority is required to approve the proposal. Lifetime Honorary membership is for life and without any membership subscription payment required. Lifetime Honorary members enjoy the benefits of full membership, including voting rights.

3.2 Membership subscriptions

The annual rates of subscriptions shall be determined by the ExCo. All subscriptions become due on first joining the Society and thereafter annually on the same date of each following year. It is the responsibility of the member to maintain the validity of their membership on or before the next renewal date.

3.3 Withdrawal or termination of membership by members

Any member may, before the end of the year for which that member's current subscription is valid, by letter or email addressed to the Secretary, resign from membership with immediate effect. In such cases no refund of any part of that year's annual subscription shall be made. The Society shall allow a 'cooling off period' of 30 days after a new or renewed subscription is taken out during which a subscription can be cancelled with a full refund made.

3.4 Expulsion of members

Whenever there shall appear to the ExCo to be cause for the expulsion of any member of the Society, the ExCo shall notify the member in question in writing of the allegations and request an explanation in writing from the member regarding their alleged conduct. The member in question shall provide the written response 2 weeks prior to the next ExCo meeting. The explanation (if any), and subject to any further enquiry, shall be laid before the ExCo which has the authority to terminate the membership. Expulsion shall be considered in cases of gross misconduct, breach of the Constitution, criminal conviction, and behaviour inconsistent with the values of the Society. If expelled, the member shall have the right to appeal to the ExCo in writing and may additionally present in person at the next ExCo meeting their case for maintaining their Society membership. No refund of any part of that year's annual subscription shall be made to any member expelled from the Society.

4. MANAGEMENT OF THE SOCIETY

4.1 Executive Committee

The management of the Society is vested in a voluntary Executive Committee (ExCo) whose members are proposed in advance of the Annual General Meeting (AGM) at the ExCo meeting preceding the AGM and then ratified at the AGM by members attending by a simple majority. Where multiple nominations are received for any ExCo role, the nominees will be required to present in person to the membership at the AGM and those members present will then elect based on a simple majority. ExCo members must be fully paid-up members of the Society. The ExCo shall include the following Officer roles: Chairperson; Deputy Chairperson; Secretary; and Treasurer. The ExCo shall also include the following non-Officer roles: the Leads of such Groups the ExCo establishes from time to time (reference clause 6.1). The Society's Patrons, President and Vice-Presidents do not form part of the ExCo. Descriptions of the responsibilities of each Officer and non-Officer role are detailed in Annexes A and B.

Society members elected for respective ExCo roles are done so for 2-year terms. Following the completion of a 2-year term, an ExCo member may stand for a further 2-year term in the same role. Following 4 consecutive years in the same ExCo role, the member must stand down for a 12-month period before seeking re-election for the ExCo role held previously. In such circumstances, the member is free to nominate themselves for a different ExCo role without any stand down period.

Members of the ExCo shall be elected as individuals. Members of the ExCo may resign at any time upon giving seven days' notice in writing (which may be by email or letter) to the Secretary. If an ExCo member resigns before the end of the normal term, a proposal can be made by the ExCo for a replacement, to fulfil the vacated role, and voted on at the next ExCo meeting, for which a simple majority is required to approve the replacement.

The ExCo may co-opt additional members between AGMs and may establish subgroups or working groups and appoint such staff as the activities of the Society may require and set appropriate terms of reference. If approved at an ExCo meeting, the ExCo has the authority to purchase goods and services related to the delivery of the Society's vision and mission statement from any Society member in a private capacity to support the delivery of the Society's vision and mission statement.

4.2 ExCo meetings

The ExCo shall ordinarily meet on notice being given by the Secretary, Chairperson or Deputy Chairperson, and shall normally meet four times each year. ExCo meetings shall be held in person, remotely or a combination of either. The quorum for an ExCo meeting shall be seven members, including either the Chairperson or Deputy Chairperson. Where both the Chairperson and Deputy Chairperson are unavailable or conflicted in relation to a matter under consideration, the ExCo members present may appoint one of the remaining Officers to chair the meeting for that item of business. An ExCo meeting may be convened by the Secretary, Chairperson or Deputy Chairperson. Not less than one-third of the serving ExCo members may require the Secretary to convene an ExCo meeting by giving written notice of the business to be considered. The Secretary shall then convene the meeting by giving not less than seven days' written notice to all ExCo members.

Between meetings, where an urgent or time-sensitive decision is required and it is impracticable to await the next scheduled ExCo meeting, the Chairperson may circulate a written resolution electronically to all ExCo members. ExCo members shall be given not less than 72 hours to respond unless the matter is certified by the Chairperson and Secretary as urgent. Written resolution shall only be effective if at least seven ExCo members participate in the vote and the resolution is approved by a simple majority of those participating. The outcome of the vote shall be recorded by the Secretary and entered into the minutes of the next ExCo meeting. Written or electronic resolutions shall not be used for constitutional amendments, dissolution matters, removal of ExCo members, appointment or removal of Patrons, the President or Vice-Presidents, approval of annual accounts, or approval of expenditure exceeding £10,000.

The Chairperson, or in their absence, the Deputy Chairperson, shall preside at meetings of the ExCo and, in the event of votes on a matter being split equally among ExCo members present and voting, shall have a casting vote. The Secretary shall record minutes, decisions and actions from meetings, circulate these to ExCo members within two weeks of the meeting.

4.3 Removal of ExCo members

Expulsion of ExCo members shall be considered in cases of gross misconduct, dereliction of duty, breach of the Constitution, criminal conviction, incapacity, behaviour inconsistent with the values of the Society or failure to attend two (2) consecutive ExCo meetings without adequate justification. In such circumstances, the matter shall be referred to the ExCo for consideration and the ExCo member may be suspended pending an investigation. The ExCo member concerned shall be given the opportunity to provide an explanation prior to any decision being taken. The ExCo shall, by a two-thirds (2/3) majority of its members present and voting, resolve to remove the member from the ExCo for a minimum of 12 months. In such cases, the member shall have the right to appeal to the ExCo in writing and may additionally present at the next ExCo meeting their case for maintaining their ExCo membership.

The member shall be eligible to be re-elected or co-opted to the ExCo after a 12-month period.

4.4 Annual and extraordinary general meetings

An in-person AGM of the Society shall be held once in every calendar year on such date as the ExCo shall determine, but normally no later than 1 July annually. The Secretary shall provide members with not less than three weeks' notice of the AGM and shall circulate the agenda and relevant papers with the notice.

At the request of six members of the ExCo, or upon the written requisition of not less than twenty members of the Society who are not members of the ExCo, the Secretary shall convene an Extraordinary General Meeting (EGM) within four weeks of receiving such request. The notice convening the EGM shall include the agenda and relevant papers.

The quorum for all General Meetings shall be twenty members of the Society present in person, including at least six members of the ExCo.

If a General Meeting is inquorate, it shall be adjourned and reconvened within four weeks of the original meeting date. Notice of the reconvened meeting shall be given to all members. The quorum for the reconvened meeting shall be fifteen members present in person, including at least six members of the ExCo. If the reconvened meeting is also inquorate, the meeting may receive reports and discuss business, but no binding resolution shall be passed.

At all General Meetings, each member present shall be entitled to one vote on every matter of business. Decisions shall be determined by a simple majority of those present and voting unless otherwise provided for in this Constitution. In the event of an equality of votes, the Chairperson of the meeting shall have a casting vote.

The ExCo, at its discretion, may allow for electronic voting for members unable to attend General Meetings in person.

5. PATRONS, PRESIDENT AND VICE PRESIDENTS

5.1 Patron(s)

Individuals appointed by the ExCo as Patron shall be eminent, exceptional leaders with significant standing in the UK or Malaysia, and who have a strong affiliation with both countries and their diaspora. Patrons shall align with the mission, values and objectives of the Society. Patrons shall have a record of outstanding contribution in senior leadership roles in the public sector, industry or professions and a distinguished career that marks the individual out as a role model for the Society. Multiple Patrons can be appointed by the ExCo at any point.

Patron is a titular position, and the Society shall accord a Patron lifetime honorary membership and acknowledge the appointment in all official communications.

A Patron is (re)appointed by the ExCo (through a vote for which a simple majority is required) for a three-year term commencing at the earliest date from 1 January following the AGM at which the (imminent) vacancy is declared. This role is renewable by the ExCo for a maximum of a further three years.

If a Patron resigns before the end of the normal term, a proposal can be made for a replacement and voted on at the next ExCo meeting, for which a simple majority is required to approve the replacement.

A description of the role and responsibilities of a Patron are detailed in Annex C.

5.2 President

The President of BMS will be an individual who is distinguished by a successful career, a history of service to the community and the Society, and who is a resident of the UK with a long personal association with Malaysia.

The President is (re)appointed by the ExCo (through a vote for which a simple majority is required) for a two-year term commencing at the earliest date from 1 January following the AGM at which the (imminent) vacancy is declared. This role is renewable by the ExCo for a maximum of a further two years.

If the President resigns before the end of the normal term, a proposal can be discussed by the ExCo for a replacement and voted on at the next ExCo meeting, for which a simple majority is required to approve the replacement.

Description of the role and responsibilities of the President are detailed in Annex C.

5.3 Vice-President(s)

The Vice-President(s) of BMS will be an individual who is distinguished by a successful career, a history of service to the community and the Society, and who has a long personal association with Malaysia.

The Vice-President(s) is (re)appointed by the ExCo (through a vote for which a simple majority is required) for a two-year term commencing at the earliest date from 1 January following the AGM at which the (imminent) vacancy is declared. This role is renewable by the ExCo for a maximum of a further two years.

If the Vice-President(s) resigns before the end of the normal term, a proposal can be discussed by the ExCo for a replacement and voted on at the next ExCo meeting, for which a simple majority is required to approve the replacement.

Description of the role and responsibilities of the Vice-President are detailed in Annex C.

5.4 Termination of Patrons, President and Vice-Presidents

The roles of Patron, President and Vice-President are of reputational significance for the Society. Termination of appointed incumbent Patrons, President and Vice-Presidents shall be considered in cases of: failure to offer overt support to the Society and deliver upon the responsibilities of each role (as defined in Annex C); gross misconduct; dereliction of duty; breach of the Constitution; criminal conviction; incapacity or behaviour inconsistent with the values of the Society.

In such circumstances, the matter shall be referred to the ExCo for consideration and the person shall be suspended pending an investigation. The person concerned shall be invited to provide an explanation prior to any decision being taken. The ExCo shall, by a two-thirds (2/3) majority of its members present and voting, resolve to request that the person step down.

6. EXCO GROUPS

The ExCo shall endeavour to implement the full scope of the mission of the Society by establishing Groups with clear links to specific and related objectives in the Constitution.

6.1 ExCo Groups

The primary Groups of the ExCo shall be: International Trade and Investment; Education; Travel and Tourism; Membership; Culture; Events; and Marketing and Communications. New primary Groups may be established within the wider interpretation of the Constitution by the ExCo.

6.2 Management of Groups

The ExCo and membership at an AGM shall elect and appoint ExCo members from its membership to lead each Group. Each Group Lead has the responsibility to plan, design, cost and deliver events and initiatives aligned to the purpose of the Group and the objectives of the Society. It is the responsibility of the respective Leads to report on initiatives and progress of Groups to the ExCo. All Groups operate under the authority of the ExCo and ultimate decision-making for any Group activity, initiative or expenditure remains with the Officers of the ExCo.

7. FINANCIAL MANAGEMENT OF THE SOCIETY

The ExCo shall be responsible for overseeing the financial management of the Society, ensuring compliance with UK regulations, best practice and the Constitution. The funds of the Society shall be managed by the Treasurer under the supervision of the ExCo. The Treasurer shall manage the Society's financial affairs, including budgeting, record-keeping, and reporting. The ExCo shall ensure that all financial decisions align with the Society's vision, mission and objectives.

The Society shall maintain a bank account in its name, with authorised signatories designated by the ExCo. Authorised signatories shall ordinarily be drawn from the Officer roles of the Society. Where the ExCo considers it necessary to appoint a non-Officer ExCo member as a signatory, the reasons for doing so shall be recorded in the minutes and approved by the ExCo.

The financial year of the Society shall end on 31 December in each year to which date the accounts of the Society shall be finalised. Such annual accounts, after approval by the ExCo, shall be subject to an external independent examination (or other review as required by applicable law or as determined by the ExCo) by an appropriately qualified accountant who shall be ratified annually at the AGM. A copy of the annual accounts so examined shall be made available (either printed or by email) to all members with the notice of the AGM.

7.1 Ownership and use of Society funds

All funds and assets of the Society are the property of the Society and shall not be held in trust for, or used for the personal benefit of, any member. Management and disposal of funds shall be in accordance with the Constitution and the decisions of the ExCo or a General Meeting. Surplus funds, after meeting the Society's obligations, shall be used solely to further the objectives of the Society.

7.2 Internal financial controls

All financial transactions shall require appropriate authorisation as defined by the ExCo. Expenditure exceeding £2,000 must be authorised by at least two signatories. Expenditure greater than £10,000 must be approved by a vote of the ExCo present and voting for which a simple majority is required to approve the expenditure. Led by the Treasurer and approved by the ExCo, the Society shall establish financial controls to prevent fraud, including the segregation of duties related to financial transactions.

7.3 Budgeting and financial planning

The Treasurer shall prepare an annual budget, which must be approved by the ExCo. Financial forecasts shall be conducted by the Treasurer in line with fiduciary responsibility to ensure sustainable and responsible financial planning. The Society shall maintain an appropriate reserves policy to safeguard financial stability.

7.4 Reporting and transparency

The Treasurer shall present regular financial reports to the ExCo, including income, expenditure, and financial projections. The Society shall comply with all reporting obligations required by relevant UK regulatory bodies and the Society's Constitution.

7.5 Financial conduct and conflicts of interest

All financial dealings of the Society shall comply with applicable laws and ethical standards. ExCo members must on an ongoing basis declare any actual or potential financial conflicts of interest and shall abstain from related decisions. The Treasurer shall maintain a register of conflicts of interest. Any suspected financial misconduct by an ExCo member shall be reported to the ExCo, which shall investigate and take appropriate action. The accused member shall be informed of the allegations and given an opportunity to respond to the ExCo. All reports and investigations shall be handled confidentially. Breach of this clause shall result in disciplinary measures, including removal from the ExCo and Society, in accordance with the Constitution.

8. SOCIETY BRANCHES, PARTNERSHIPS AND COLLABORATIONS

The ExCo may provide for the establishment of branches of the Society and affiliation with other entities sharing the objectives of the Society on such terms as it may decide. These shall take the form of:

1. Branches of the Society within the UK approved by the ExCo
2. Formal partnerships with other organisations with an appropriate written agreement such as a Memorandum of Agreement, approved by the ExCo
3. Collaborations with other organisations, supported by a Memorandum of Understanding approved by the ExCo

9. DISSOLUTION OF THE SOCIETY

If the Society ceases to be active, and remains solvent, an EGM shall be convened by the ExCo to vote upon the dissolution of the Society. To approve the dissolution of the Society at an EGM, a two-thirds majority of those members present is required.

Upon dissolution of the Society, remaining net funds and assets shall be equally distributed amongst Society members with Individual or Joint memberships only, providing such memberships are current and have been held for a minimum period of 3 years.

10. AMENDMENT TO AND APPROVAL OF THE SOCIETY'S CONSTITUTION

Any amendment to the Society's Constitution undertaken by the ExCo shall be put to an AGM or EGM where, if approved by a two-thirds majority of those members present inclusive of the Chairperson's vote, shall be adopted.

11. CHARITABLE CAUSES, GIFTS AND DONATIONS

The ExCo shall annually review and establish guidelines for supporting charitable causes (inclusive of any required due diligence and risk assessment), including maintaining a register of approved charitable causes and organisations. Charitable causes must be non-political, genuine and support valuable community service while being compliant with current UK rules and regulations. Supported charitable causes must be aligned with the Society's vision, mission and values.

The ExCo may provide financial or in-kind support to individuals or organisations where the ExCo considers that such support furthers the Society's vision, mission, objectives and values. Any such decision shall be properly authorised, recorded in the minutes, and made in accordance with the Society's financial controls and conflict-of-interest provisions.

The ExCo may, in particular, provide financial or in-kind support to UK-based Malaysian students or UK-based Malaysian student societies where the ExCo considers that such support is consistent with the Society's educational, cultural or community objectives.

12. APPLICABLE LAW

The Society is subject to the laws of England and Wales.

13. SOCIETY’S LEGAL STATUS

The Society’s legal status is as an Unincorporated Association that is governed by this Constitution.

Annex A - BMS Executive Committee - roles and responsibilities (Officer roles)

1. Chairperson

The Chairperson leads the ExCo and the Society, ensuring effective governance is implemented and the Society works towards the successful delivery of its mission, vision and objectives. Responsibilities include:

1. Providing effective leadership to the ExCo in governing itself well in accordance with the Constitution, setting the strategic direction of the Society, creating a positive culture within the Society and holding ExCo members accountable.
2. Chairing ExCo meetings and ensure meetings are led inclusively, and the ExCo carries out its duties collectively and diligently.
3. Assuming fiduciary responsibility and working closely with the Treasurer ensure the Society remains financially sustainable and compliant to its legal and regulatory obligations.
4. Leading and gaining timely ExCo approval for the annual plan of Society events to support the delivery of the mission and objectives, including budget, and ongoing monitoring of Society events to ensure successful delivery.
5. Consulting the President on strategic Society matters at the Chairperson's discretion, while retaining responsibility for the leadership and governance of the Society through the ExCo.
6. Maintaining close relationships with external cognate organisations such as the British Malaysian Chamber of Commerce and Malaysia British Society, and forge links with organisations locally and internationally to sustain BMS as a Society that is relevant, outward looking and connected to the dynamic macro environment.
7. Representing the Society to external stakeholders, communicating and promoting its mission and vision.
8. Being the primary channel for effective communications and public relations.
9. Liaising with the Secretary to establish the agenda for ExCo meetings, AGM and EGMs and ensuring accurate minutes are circulated promptly to facilitate prompt execution of action points.

2. Deputy Chairperson

The Deputy Chairperson of the Society plays a supportive leadership role, assisting the Chairperson and ensuring smooth governance and operations. Responsibilities include:

1. Deputising for the Chairperson when needed, including chairing ExCo meetings, AGM and other appropriate meetings, and representing the Society externally.
2. Acting as a sounding board and advisor to the Chairperson, offering strategic input as required.

3. Providing additional capacity to the ExCo by leading special projects or activities.
4. Representing the Society at public events and stakeholder meetings.
5. Working closely with the ExCo to ensure strategic plans are developed and implemented.
6. Complementing the Chairperson in effective communications and public relations.
7. Supporting the annual planning of events to deliver the Society's mission and objectives, and ongoing monitoring of Society events to ensure successful delivery on time and against budget.
8. Supporting ExCo members and chairs of the Groups set up by the ExCo in the delivery of the Society's mission and objectives.

3. Secretary

The Secretary's role focuses on administration and governance, ensuring smooth operations and compliance of the Society's activities. Responsibilities include:

1. Working closely with the Chairperson, ensuring the Society adheres to legal and regulatory requirements, including maintaining official records and best management practice at all times.
2. Organising ExCo meetings, preparing agendas, and circulating relevant documents.
3. Recording minutes and decisions from ExCo meetings, and circulating these promptly.
4. Ensuring that ExCo members submit for circulation the reports of completed action points including updates from sub-groups well ahead of ExCo meetings and the AGM.
5. Managing correspondence and keeping ExCo members updated on key developments.
6. Maintaining Society documents and records.
7. Supporting administrative duties as needed.
8. Convening EGMs when called upon by the members in keeping with the requirements of the Constitution.

4. Treasurer

The Treasurer plays a vital role in ensuring fiduciary and financial stability, transparency, and compliance. Responsibilities include:

1. Working closely with the Chairperson and Secretary to ensure diligent maintenance of all financial transactions, arrangements and contracts with total adherence to good governance and best management practice.
2. Ensuring the Society's finances are managed responsibly and transparently.
3. Preparing and presenting financial reports to the ExCo in a clear and accessible format.
4. Working with the independent auditor to ensure compliance with financial regulations.
5. Monitoring financial performance and advising on corrective actions when necessary.

6. Supporting the annual budgetary planning of events to deliver the Society's vision and mission.
7. Managing the Society's bank accounts, including the list of ExCo members with access.

Annex B – BMS Executive Committee - roles and responsibilities (non-Officer roles)

1. Group Lead

A Group Lead is responsible for delivering the outcomes associated with a specific Group which align with the objectives of the Society. The following are the current list of Society Groups: International Trade and Investment; Education; Travel and Tourism; Membership; Culture; Events; and Marketing and Communications. Group Lead responsibilities include:

1. Leading a Group focused on delivering the particular priority area of activity.
2. Ensuring the Group aligns with the Society's overall mission, objectives, and strategic goals.
3. Leading the annual planning of the respective Group's events (including budget) to support the delivery of the Society's vision and mission.
4. Monitoring progress and reporting updates to the ExCo of the Group's activity.
5. Representing and promoting the Group at stakeholder events, meetings, and public engagements.
6. Facilitating Group meetings, setting agendas, and ensuring effective collaboration among members, and managing the execution of designated initiatives.
7. Managing budgets and resources allocated to the Group.
8. Working in tandem with the Marketing Group to facilitate the activities of the Society and respective Group.

Annex C – Patron, President and Vice-President - roles and responsibilities

1. Patron

The Patron is an honorary role that supports and promotes the Society's objectives and external reputation. Responsibilities include:

1. Act as a titular head for the Society, lending credibility, visibility, and prestige to support its vision, mission and objectives.
2. Advocate for the Society's aims, promoting strong UK–Malaysia relations across business, culture, education, and public life.
3. Support engagement with senior stakeholders in government, business leaders, and major organisations, as appropriate.
4. Attend and support key Society flagship events.

2. President

The President serves acting as an elder statesperson to the Society, providing support and mentorship to the ExCo.

Responsibilities include:

1. Upholding the core values of the Society.
2. Acting as a senior mentor for the Chairperson and wider ExCo.
3. Representing the Society to external stakeholders only when requested by the Chairperson acting on behalf of the ExCo, in an ambassadorial and advisory capacity, in support of the Society's vision, mission and objectives.
4. Creating and connecting high level external assets and networks (local and international) to support the Society's development and growth.
5. Officiate at the President's Reception which follows the AGM.

3. Vice-President(s)

The Vice-President(s) serves to support and deputise for the President in providing mentorship to the ExCo.

Responsibilities include:

1. Upholding the core values of the Society
2. Being called upon by or in discussion with the Chairperson to represent the Society to external stakeholders, promoting its mission and vision
3. Creating and connecting high level external assets and networks (local and international) to support the Society's development and growth

4. Attend the President’s Reception which follows the AGM.