

The BMW Club

General Secretary's Job Description

To be responsible for the general administration of the Club ensuring effective and efficient operation in the best interests of its members, and to act as Company Secretary in respect of The BMW Motorcycle Club Ltd.

- *Administer the AGM. Notice of meeting and awards, officer's reports, nomination forms, motions, director list, agenda, AGM booklet production and printing, minutes production and distribution, synopsis for Journal. Liaison with Club venue organiser.*
- *Administer NCMs. Officer's reports, items for discussion, agenda, venue booking and verification of costs, production and circulation of minutes and Journal synopsis. Assist with interpretation of M&AA. and convey legal advice as appropriate*
- *Amend M&AA in accordance with AGM resolutions and arrange printing and circulation of revised documents. Lodge M&AA with Companies House.*
- *Devise and implement systems, procedures and standards relating to general administrative duties, typically involving a number of the Club's officers*
- *Keep records to identify and locate office equipment owned by the Club.*
- *Maintain a central record of the various systems and procedures used by the Club to carry out its business.*
- *Consult the Club's solicitor and other professional services as appropriate to ensure compliance with statutory requirements in relation to Company Law, Health and Safety and Civil liability.*
- *Register director's appointments and resignations at Companies House. Maintain a record of director's names and full contact details.*
- *Maintain a record of Section officers and their contact details.*
- *Data Protection: Ensure payment annually. Notify change of General Secretary.*
- *BMF, MAG and similar bodies: Ensure affiliation documents are accurate and arrange insurance. Notify change of General Secretary*
- *Liaise with other external bodies as required from time to time.*

Previous version approved by NC on February 20th 2010

This version approved by the NC on 13th June 2020