

The BMW Club Membership Secretary's Job Description

To be responsible for the management of the enrolment and subscription renewal of members and for associated services.

- Supervise the Section membership processors, providing support as required.
- Maintain the national membership database and provide associated information and software updates to the section membership processors.
- Source and distribute membership application forms and associated papers
- Organise the annual membership renewal procedure
- Liaise with the Journal printers on a monthly basis using the mail, advertisers and Section parcels database information to order the Journal print run.
- Liaise with the mailing house on a monthly basis to advise delivery addresses and to provide such inclusions in the Journal packets as the Club requires.

This version approved by the NC on 13th June 2020