

## **The BMW Club**

### **National Social Secretary's Job Description**

**To be responsible for the national social activities and events that The BMW Club provides for members and guests. To ensure that a duty of care, together with safe and best practice, is adhered to when providing events. To liaise with national officers and section's national committee representatives and section social secretaries to offer support, guidance and contribute to assisting others that are planning and managing events for and on behalf of the BMW Motorcycle Club Ltd.**

- *Support an interesting and varied calendar of social events. To encourage sections to apply and manage annual national events on behalf of the national membership and guests.*
- *Liaise with and/or chair meetings with the managing group or committee that has been selected to arrange a national event and or international event.*
- *Attend national meetings as advised by the General Secretary.*
- *Present reports of previous events and announce future events to the nationally elected officers and section representatives for discussion and debate.*
- *Actively encourage and support all sections to provide their members with an interesting and variety of entertainment, appropriate to a motorcycle club.*
- *Provide an interesting article for the Journal to keep members informed about up and coming national events and activities.*
- *Organise and arrange an annual meeting, inviting all section social secretaries to attend. Contribute and offer instruction, together with discussions and exchange ideas for the betterment of all our social activities.*
- *Offer advice and assistance on working practices for newly appointed social secretaries.*
- *Implement the clubs policy on health and safety issues. Make others aware of this important aspect when managing any event. Communicate directly with the insurance company covering our public liability and accident insurance policies.*
- *Consult professional services, as appropriate, to ensure compliance with statutory requirements in relation to social law, noise abatement, planning issues, health and safety and civil liability.*
- *Coordinate discussions with other external bodies, as required from time to time, employed by the club on a consultancy basis.*
- *To manage a budget set by the National Committee to offer financial assistance, as required, for promotion and implementation of events.*
- *Notify the committee of change of National Social Secretary.*

**Previous version approved by NC June 12<sup>th</sup> 2010**

**This version approved by NC on 13<sup>th</sup> June 2020**