

BMW Motorcycle Club Policy Document

BMW Motorcycle Club
Aotearoa New Zealand



Policy Name **Role Description – Membership Secretary**

Initiated By

Document Owner(s)	
BMW Motorcycle Club Board	

Policy Version Control

Version	Date	Author	Change Description
1	July 2017	G. Williams	Document created
2	January 2020	D. Ross	Document updated

The Membership Secretary is responsible for maintaining and administering a membership database of all members and managing the renewal/withdrawal of members. He/she is also to organise and promote various ways of increasing membership numbers.

Desirable Attributes:

The Membership Secretary is:

- A good organiser
- able to maintain accurate records
- capable with IT
- an excellent communicator
- a person who can develop good relationships internally and externally
- competent in his/her knowledge of the Constitution, rules and duties of office bearers
- able to work collaboratively with Area Representatives
- a good listener and attuned to the interests of Area Representatives and members
- a good role model and a positive image for the Club in representing the Board

Specific duties include but are not limited to:

- keeping an accurate record of members' contact details, the fees paid and any donations they may have made
- administering the annual renewal of subscriptions, providing reminders to members when it's time to renew their subscriptions if required
- providing suitable contact information to the Board when the need arises to contact members
- providing suitable analytical and management information to the Board on subscriptions
- promoting and raising the number of memberships to the Club