



BRITISH MOTORSPORTS MARSHALS' CLUB LTD.

National Regalia Officer Role Description

Objectives

- Source BMMC approved regalia from a range of suppliers and manage distribution of regalia from source to Regional Members. Be BMMC point of contact for the suppliers

Actions

- Develop an eCommerce platform for BMMC regalia
- Receive orders from members for club regalia and arrange advertising, sale, and distribution. The National Regalia Officer will not be required to hold stock of regalia.
- Manage supplier relationships and ensure supply to regions in accordance with Service Level Agreements
- Liaise with BMMC regional Regalia co-ordinators where required
- Provide reports to BMMC National as appropriate, and financial information as required
- Manage requests for additional and new regalia items.
- Communicate to Members in person and via newsletter contributions as appropriate.
- Participate in National activities to promote BMMC and member satisfaction as appropriate.
- Submit expenses promptly using National procedure.

Skills

- Must be able to manage suppliers, the logistics of regalia control, and account for incoming and outgoing orders.
- Must be able to deal with and account for any monies associated with sales.
- Must be familiar with Microsoft Office, Word & Excel, and popular web-based conferencing facilities.
- Must be numerate, proactive, and self-motivating.
- Must be a good communicator both verbally and in writing.

Qualifications

- Must be a current member of BMMC – either active or inactive

Last update: 1st September 22