



BRITISH MOTORSPORTS MARSHALS' CLUB LTD.

Volunteering Co-Ordinator Role Description

Objectives

- To facilitate BMMC Members to volunteer for events by maintaining the information on the Volunteering Website through a network of regional coordinators

Actions

- Seek out and receive information on events from venues and organisers and verify its accuracy before posting it to Volunteering web page.
- Agree with venues and organisers how and when they will receive details of volunteering marshals and arrange their direct access or provide volunteer details as appropriate.
- Amend and delete information on Volunteering web page as necessary.
- Respond to any volunteering queries from members, and liaise with Chief Marshal, event organiser, etc as necessary.
- Provide analysis of use of Volunteering web page as required.
- Implement any system upgrade/changes as necessary.
- Attend and contribute to Committee Meetings and AGM, provide reports, and complete assigned actions.
- Communicate to Members in person and via newsletter contributions as appropriate.
- Participate in activities to promote BMMC and member satisfaction as appropriate.
- Submit expenses promptly using National procedure.

Skills

- Must be familiar with basic web tools to update the Volunteering Website
- Must be familiar with Microsoft Office, Word & Excel, and popular web-based conferencing facilities.
- Must be proactive and self-motivating.
- Must be a good communicator both verbally and in writing.

Qualifications

- Must be a Member of BMMC
- Must be elected to and/or supported by National Committee
- Must be an active or recently retired marshal

Last update: 12th October 2021