



# BRITISH MOTORSPORTS MARSHALS' CLUB LTD.

## National Secretary Role Description

The National Secretary must agree to the terms of being a director as defined by the companies Act 2006,

### Obligations as a Director.

1. Act within the powers as stipulated in the BMMC's Articles of Association and Rules.
2. Promote the BMMC to both its members and third parties, especially the public.
3. Exercise independent judgment and fiduciary governance.
4. Avoid conflicts of interest.
5. Not accept benefits from third parties.
6. Exercise reasonable care, skill and diligence in the above.
7. Be free of bankruptcy

### Objectives

- Provide general secretarial services to the National Committee
- Facilitate National Committee meetings
- Facilitate the National Annual General Meeting
- Ensure compliance with British Motorsports Marshals' Club (BMMC) secretarial practices

### Actions

Including but not limited to:

- Facilitate National Committee meetings and provide the following services:
  - Set Committee Meeting schedule.
  - Receive and file committee reports.
  - Book venue/call; prepare and distribute agenda; record, distribute and file minutes.
  - Update National Calendars as appropriate.
- Facilitate a National Annual General Meeting (AGM) and provide the following services:
  - Set AGM date
  - Book AGM venue/call.
  - Send out AGM Calling Notices and collate responses, including receiving Motions from members and collating nominations for Committee posts.
  - Prepare and distribute AGM agenda and reports; record, distribute and file AGM minutes.
- Provide general secretarial services to the National Committee as requested. This may include
  - Provide committee admin templates, file documents in Central File Registry.
  - Receive nominations for National Awards and co-ordinate the engraving and retrieval of any Trophies.
  - Update National contacts list for new and departing Committee Members.
  - Keep Committee Members advised of changes to National Policies/Procedures as advised.
  - Receive, forward as appropriate or reply to correspondence from within and external to BMMC.
- Participate in National activities to promote BMMC and member satisfaction as appropriate.
- Submit expenses promptly using National procedure.

### Skills

- Must be proficient in working to deadlines and in a detailed manner
- 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
- Must respond promptly to questions
- Must attend meetings promptly and efficiently
- Must submit replies and responses in time to meet deadlines

### 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