

Updated: 1 April 18

Hi, these descriptions or guides are designed to help smooth the road to being effective in your role. They have been written, by members for members. So, feel free to modify them. We only ask that you let the Secretary know so that the master copy can be updated to suit current practice. It is intended to provide people new to the role with a copy.

The guides are based on the requirements of our Constitution and associated Rules. If you do not have a them, please ask the Secretary to send you a copy as it is your responsibility to be familiar with them, particularly as they affect your role.

Constitutional Requirements

Is responsible for projecting the image and visibility of the club by arranging participation at appropriate public events by club members and maintaining a stock of regalia items, the range of which shall be determined by members at the AGM.

Description:

Undertake the role of regalia and promotions person for the NZ AJS & Matchless Owners Register.

Undertake the role according to the NZ AJS & Matchless Owners Register Incorporated Societies Constitution.

Promote AJS and Matchless motorcycles where possible. This is to include providing information about the Register to motorcycle websites such as:

- <http://silverbullet.co.nz/clubs.php>
- <http://motoevents.nz>
- <http://www.motorcyclealley.co.nz/clubs/>
- <https://www.bikesportnz.com/motorcycle-clubs/>

Arranging with other one make, classic and vintage motorcycle clubs to carry information about the Register e.g. an article or advert about the benefits of belong to the club, and advert as to why people should join.

Be available to sell Regalia throughout the year from your home , via phone or email orders.

- Have a small float (agreed by the executive) on hand (usually around \$70.00).
- Helpful to have small supply of stamps and postal bags on hand.
- Keep **ALL** receipts for reimbursement and/or filing purposes.

Set up and sell Regalia at the annual rally – main sales event of the year.

- Record each sale on the official “Regalia sales” sheet recording item, price and quantity.

Arrange transport of the Regalia Bins to the rally site each year (It has been agreed the club will pay for them to be couriered if necessary) – Arrange in advance with the executive committee.

REGALIA AND PROMOTIONS ROLE DESCRIPTION

Complete an annual stocktake (year ending 31st December) and send a copy to the executive committee in early January via email – keep hard copy copies in club regalia file provided.

Complete a report on all sales each year (1st Jan – 31st Dec) Send a copy to the executive in early January via email – keep hard copies in the club file provided.

Discuss with the executive (email works well) the purchase of any new regalia, whether restocking, new ideas and costing. Approval from executive has to be granted and documented. Once approved arrange for the purchases and provide invoices to the club treasurer for payment.

Thank you for your hard work and voluntary contribution to the club. Please ask if you require any assistance.