

## **Committee post responsibilities 2017**

Committee post and responsibilities change from time to time, and some of the jobs functions can be moved between personnel depending on personal preference. The responsibilities of the Secretary, the Treasurer and the Membership Secretary are in the club rules. But repeated below:

### **Commodore**

- Chairs General Committee, AGM and Budget meetings
- Responsible for safety at the Club
- Provides a focal point for all Club activities
- Attends prizegiving ceremonies
- Seeks, or coordinates the recruitment of, volunteers to help in the roles described in this document

### **Honorary Secretary (officer)**

- Conduct the correspondence of the Club;
- Keep custody of all Club documents;
- Keep full minutes of all General Meetings of the Club, the General Committee and retain copies of minutes of all other sub committees which shall be agreed by the appropriate Chairman at the next following meeting;
- Administer such insurance policy or policies as may be needed fully to protect the interests of the Club, its Officers and its members while acting on behalf of the club;
- Maintain contact with the Club's Legal Advisor to ensure that the Club's affairs are managed in accordance with current law;
- Maintain any such certificates or registrations, and complete any such non-financial returns, as may be required by law.

### **Honorary Treasurer (officer)**

- Cause such books of account to be kept as are necessary to give a true and fair view of the state of finances of the Club;
- Cause all returns as may be required by law in relation to such accounts to be rendered at the due time;
- Prepare an Annual Balance Sheet as at December 31st in each year and cause such Balance Sheet (and accounts as necessary) to be audited at least once annually and shall thereafter cause the same to be exhibited in the Club premises at least fourteen days before the date of the Annual General Meeting.

### **Honorary Membership Secretary (officer)**

- Keep a register of Club members' names and addresses;
- Process membership applications and renewals;
- Maintain a registration list of all craft kept at the Club.
- Maintains membership application forms in the club house, and process on WebCollect

- Chair of the membership committee which meets twice a year to discuss membership issues and recommend fees for the next year to the General Committee.
- Welcomes, records and advertises new members and reports new members to the General committee for recording in minutes.
- Co-ordinates new members applications on the open day.

### **Honorary Auditor**

The Auditor shall audit the accounts of the Club when called upon to do so and shall give such certificate of assurance as to the accuracy of the said accounts as shall be required by law or by the committee;

### **Vice Commodore (officer)**

The Vice Commodore deputises for the Commodore. He/she may hold another post. If he does not hold another post he/she may undertake the job of Prizes Secretary.

### **Rear Commodore**

Provides advice and experience to the Commodore and General Committee

### **Sailing Secretary (officer)**

- Produces the sailing programme annually.
- Oversees the organisation of fleet open meetings
- Ensures that the sailing rules and signing in sheets are appropriate and that there are enough copies.
- Encourages other fleet events and liases with the fleet captains for events such as the open day.
- Liases for inter-club events and organises a Hollowell team
- Calculates the prize winners at the end of each series and for other prizes
- Chairs the sailing committee.
- Reports to the General Committee

### **Fleet Captains**

- Encourage members of their fleet to participate in activities at the club
- Organise one fleet event a year. This can be a social or sailing or training event.
- Co-ordinate the duty for one other fleets open meeting a year (see the sailing calendar and club handbook)
- Encourage participation in your fleet's annual open meeting.
- Reports to the Sailing Committee

### **Youth Fleet Captain**

- Co-ordinates and publishes external events for young sailors, including the P&B series and RYA zone squads
- Reports to the Sailing Committee

### **Maintenance Manager**

- Organises the maintenance of the grounds, buildings and club craft.
- Chairs the maintenance sub-committee.
- Organises work parties.
- Club Security

### **Tea Bar Manager**

- General running of the T-Bar
- Providing support to duty T Bar personnel
- Hygiene Certification, and maintenance of hygiene standards
- Organising food for larger scale events eg Xmas dinner, Volunteers dinner

### **Purchasing Manager**

- Maintains stocks in the tea bar, keeps records of financial transactions.

### **Bar Manager**

- Maintains stocks in the bar, keeps records of financial transactions.

### **Newsletter Editor**

- Produces the weekly newsletter.

### **Social Secretary**

- Organises the social programme.

### **Duty Co-ordinator**

- Organises the duty rota.
- Ensures people sign up to duties
- Organises replacements for duties not filled

### **Bosun**

Maintains and repairs HSC boats and ancillary equipment.

### **Harbourmaster**

Allocates boat parking spaces and grounds equipment (eg swings)

Looking after the grounds

Engine maintenance

### **Race Scorer**

- Sets up the race series on the computer
- Publishes the race series weekly
- Trains members on Sailwave
- Returns to the RYA
- Reports to the sailing committee

### **Prizes Secretary**

- Collects existing prizes from recipients toward the end of the year
- Engraves new holders of trophies
- Administers the giving out of prizes
- Buys prizes for end of series and one off events

### **Webmaster**

- Responsible for the website and the accuracy of what is on it
- Administers Facebook page

### **WebCollect Administrator**

- Provides help and support to those using WebCollect
- Administration of direct debits. The role involves logging into the online secure account with Gocardless, setting up the individual direct debit schedules for each member, triggering collection authorisations, reconciling payments due with payments received.
- Point of contact with WebCollect

### **Fuel stock co-ordinator**

- Keeps the fuel stocks stocked up. Is responsible for co-ordinating an assistant in his/her absence.
- Involves a 'fuel trip' about once per month.
- Member of the Maintenance committee.

### **Engine maintainer**

Co-ordinates the repairs and services of the engines.

### **House Manager**

- Organises repairs to the clubhouse as required.
- Organises routine safety checks e.g. gas, electrical and fire extinguishers
- Liases with the cleaner.
- Organises re-fuelling of the gas tank.
- Organises rubbish collection.
- First Aid Equipment

- Club Security

### **Child Protection Officer**

- Deals with any child protection issue.
- Maintains declaration by members and references about members in regard to child protection.
- Produces the Safeguarding Policy
- Periodically updates staff on Safeguarding issues

### **Banking Officer**

Empty safe and check cash in pots against pink slips  
 Allocate on TB spreadsheet where cash has originated  
 Bank cash/cheques send note to appropriate person ie treasurer/webcollect  
 Ensure minimum cash and sufficient float in cash tins.

### **Lost Property**

Check weekly changing rooms and place left items in lost property basket.  
 Attempt to ID owners  
 At the start of each month empty basket and place in store.  
 Previous months lost property (in store) bagged and taken to charity shop or disposed.  
 Towels are taken home and returned washed and place in 'towel' cupboard.

## **RYA Training Centre Appointments**

### **Principal (Officer)**

Holds overall responsibility for compliance with the RYA Recognition Guidance, and must give a personal guarantee of adherence.

Overall responsibility for Safety during training.  
 Must be over 18.

- Facilitates RYA Inspection, completes necessary forms, and undertakes any actions
- Keeps records of Staff Qualifications. Ensure staff are suitably qualified to undertake the task.
- Risk assessments, Produces Operating Procedures, and Major Incident Planning
- Ensures all staff are aware of these procedures and gets them to sign to say that they have been read.
- Overall Training Programme: courses to run...what /when/ how many/price
- Reviews accident book and near misses
- Chairs Training Committee meetings (2 per year)

- Represents 'Training' on other committees, mainly General, Sailing and Budget
- Issuing Powerboating Certificates (uses on-line certificate registration), if not done by CPI
- Monitoring stocks of publications
- Monitor student feedback any complaints/ adverse feedback
- Ultimate responsibility for checking references for any instructors working with children (Through the Child Protection Officer)
- Ensuring insurance is in place for Training Activities (through Secretary)
- Issuing Certificates and maintaining records of certificates issued.
- Training facilities
- Assigns correct staff to courses, Liaising with the Dinghy coordinator
- Organises Volunteers Dinner and Awards

### **Chief Powerboat Instructor Role**

Responsible to the Club, Principal and RYA for the operation and the safety of the Powerboat Training.

- Determining PB and SB courses to run...what /when/ how many/price
- Liaising with the Powerboat coordinator (could be someone else)
- Co-ordinating the other PB instructors
- Responsible for organising the training of new PB trainers, and their progression
- Monitoring Standards of training ( a log needs to be kept)
- Pass on updates from RYA and the Club regarding procedures, changes in syllabus etc
- Ensure we have the necessary equipment. Applying for budgets and perhaps grants for equipment needed.
- Monitoring stocks of Powerboating publications
- Keeping a record of all Powerboating Qualifications (of students)
- Issuing Powerboating Certificates (uses on-line certificate registration).
- Maintaining any training materials both online and hard copy
- Updating documents such as 'Powerboat Arrangements'
- Dealing with any customer complaints or queries not handled by the co-ordinator.
- To advise of any 'Risks' , monitor accidents and suggest remedial actions
- Be a focal point for all things 'Powerboat'
- Working knowledge of Powerboats, their maintenance and upkeep

### **Chief Instructor Dinghy Role**

The Chief Instructor Dinghy must have a Senior Instructor Qualification

Responsible to the Club, Principal and RYA for the **standards** of Dinghy training, equipment maintenance and well being of students and instructors.

- Responsible for organising the Induction training of new Instructors, and their progression
- Organising relevant First Aid training
- Monitoring Standards of training ( a log needs to be kept)
- Pass on updates from RYA and the Club regarding procedures, changes in syllabus etc
- Makes sure course descriptions are accurate
- Ensure we have the necessary equipment. Applying for budgets and perhaps grants for equipment needed.
- Maintaining any training materials both online and hard copy
- Dealing with any customer complaints or queries not handled by the co-ordinator.
- To advise of any 'Risks' , monitor accidents and suggest remedial actions
- Be a focal point for all things 'Dinghy Training'
- Be present at RYA Inspection
- Runs Assistant Instructor courses
- Deputise for Principal if required

#### **Training co-ordinators (Dinghy, Powerboat and Junior)**

- Produces the training booking form each year and ensures that there are copies available at the club. Mirrors this on WebCollect.
- Publicises courses in the clubhouse and in the newsletter.
- Encourages members to take training opportunities.
- Attends Open Day and takes bookings.
- Receives bookings for *dinghy sailing, powerboat and junior* (as agreed) courses. Ensures payments are received. Monitors WebCollect.
- Issues joining Instructions.
- Advises people on which courses would be appropriate for them to attend.
- *Allocates instructors and safety boat crews for the training days and ensures that all are aware (if not done by Principal or CI)*
- Attend 2 training sub-committee meetings a year.
- Keep records of course participants and instructors (creating a spread sheet to do this).

#### **Youth Coaching co-ordinator**

- Co-ordinates the Sunday morning youth coaching activities.
- Co-ordinates the 3-days youth dinghy sailing
- Ensures sufficient Instructors, safety cover and helpers for these events
- Organises the annual election of the Youth Leader
- Reports to the Training committee

