

SUNSHINE COAST RADIO SAILING CLUB

ROLES AND RESPONSIBILITIES FOR OFFICE BEARERS

ROLES AND RESPONSIBILITIES

Having clear roles and responsibilities or job descriptions allows volunteers to better understand what is required of them and makes it easier for them to find the best way to assist the club. This will highly influence the club's potential to have a successful and enjoyable year.

The following detail provides an overview of what work the club needs to get done by the team.

COMMODORE

The Commodore sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

Roles and responsibilities

The Commodore should:

- chair and manage committee meetings
- chair and manage the annual general meeting
- represent the club at local, regional, state and national levels
- ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members

Knowledge and skills required

Ideally the Commodore is someone who:

- can communicate effectively
- is well informed of all organisational activities
- is aware of the future directions and plans of members
- has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- is a supportive leader for all members

VICE COMMODORE

Chair committee meetings and direct their activities as above in the absence of the Commodore. Support the Commodore as and when required.

SECRETARY

The Secretary is responsible for all administration, the recording of minutes, informing committee of meetings and events and liaising with the state radio sailing organisation.

Roles and responsibilities

- prepare the agenda for club meetings in consultation with the Commodore
- make arrangements including venue, date, times and hospitality for club meetings
- send adequate notice of meetings to relevant members
- collect and collate reports from office bearers
- call for and receive nominations for committees and other positions for the club AGM
- take the minutes of meetings and distribute to members as soon after the meeting as possible
- read, reply and file correspondence promptly
- collate and print the annual report
- maintain registers of members' names, addresses and contact numbers
- maintain files of legal documents such as constitutions etc
- with associations – process applications, obtain sanction for club events, communicate information between association and club members.

Knowledge and skills required

Ideally the Secretary is someone who:

- can communicate effectively
- is well organised and can delegate tasks
- can maintain confidentiality on relevant matters
- has a good knowledge of the constitution

TREASURER

The Treasurer is responsible for creating and maintaining the club budget and maintaining all club financial records. Tasks include banking money, keeping track of unpaid fees and liaising with the state radio sailing association with regard to registrations, insurance and affiliation fees.

Roles and responsibilities

The Treasurer should:

- prepare a budget and monitor it carefully
- keep the club's books up-to-date
- prepare a proper record of all payments and monies received
- make sure financial reports are available and understood at all committee meetings
- show evidence that money received is banked with appropriate documentation
- arrange the audit
- give Treasurer's report at regular meetings
- produce annual financial report
- send out accounts
- pay bills

Knowledge and skills required

Ideally the Treasurer is someone who is:

- well organised
- able to allocate regular time periods to maintain the books

- able to keep good records
- able to work in a logical orderly manner
- aware of information which is needed to be kept for the annual audit

REAR COMMODORE

The Rear Commodore has the important role of overseeing the successful management of on water activities and welfare of the sailors during on water sailing club activities.

Roles and responsibilities

The Rear Commodore is responsible for:

- Administration and overall management of all sailing club on water activities
- Liases with and supports the sailing divisions PROs and ROs to ensure that sailing activities are run efficiently and effectively in line with the Objects of the club
- Manages the process with the Committee of determining the trophy winners and placegetters for the various yearly competitions.
- The welfare of all sailors during training and competition
- Adjudicating any problems that may arise amongst members
- Act as liaison officer between the club and its members
- Ensure where required the rescue boat is available for use
- Ensuring all equipment is safe
- Ensuring safety requirements for the members are met
- provides a report to the AGM

Knowledge and skills required

- strong interpersonal and oral communication skills including the ability to effectively liaise with sailors, members and administrators
- strong organisational skills
- sound knowledge of the procedures and rules of the activity and racing

SAILING DIVISION CO-ORDINATOR

An official Sailing Division Co-ordinator will be appointed by the committee for each sailing division.

Roles and responsibilities

The role is essentially running the day to day racing for that particular division. This includes:

- Ensuring racing starts on time and finishes on time.
- Determining if an RO or rotational ROs are to be utilised for the day's racing.
- Providing the Club's Start Box and managing who starts and stops the timer.
- Take control of and manage the setting of courses (this would include seeking advice and comment from knowledgeable sailors but the final decision is theirs and theirs alone). Be responsible for any changes throughout the day.
- Bring all sailors together with boats off the water so briefing instructions do not have to be repeated a minimum of ten minutes prior to the starting time. (Briefing must include outlining clearly the course for the day and reinforcing Racing Rule of Sailing around infringements and handicaps when required).
- Appoint the protest committee to manage protests as needed.

- Identify the construct for the RO setup for the day ie one allotted RO or taking in turns etc
- Ensure 5 minutes for tuning after the first race and also the first race after the break. Do not allow time for tuning between all other races but to start these as soon as practicable after the preceding race
- Outline the policy for rig changes ie requests can be made to the Co-ordinator and the Co-ordinator will decide if time is to be given for the fleet or not.
- Ensuring that races are not held up or delayed unnecessarily and done without fear or favour.
- Advising the Scorer (if this is a separate role) when and as required.
- Identify a particular rule to be discussed at the briefing to continue to educate our members and promote good order in our sailing.
- Organising a substitute to run the day's racing if unable to be there on the day and informing the Rear Commodore of the arrangement.
- The Co-ordinator is not the RO. The RO/s role is to call contacts with marks and boats and boats that are on the course side of the start line at the start.
- Ensure that sailors know that all are required to assist with setup and pulling down of banners etc at the end of racing.
- Monitor and manage the control area and the area for seated sailors.
- Write an article about the day's racing to publish with the results as provided by the Scorer/s

DAILY RACE OFFICER

This position may be appointed on a particular race day for the day and/or the position may be rotated through the sailors present on a particular race day.

Roles and responsibilities

- to act as the PRO as required
- to assist/ manage race organisation

DIVISION SCORER

An official scorer will be appointed by the committee for each sailing division.

Roles and responsibilities

The role is ensuring the scoring is done accurately and fairly in conjunction with the Division Co-ordinator. This includes:

- Providing an appropriate scoring sheet/pen and backing board.
- Ensuring that the score sheet is filled out accurately.

- Ensuring that the person completing the score sheet for each race has support from the first place getter or second place getter as the situation requires.
- Processing the score sheet data (and future handicaps if applicable) and sending the results to the Co-ordinator.
- Managing the scoring data and maintaining an accurate and honest data base to inform monthly/yearly champions with the committee as required.
- Upload these results to the relevant Dropbox file.
- Realise that any concerns or comments by sailors about the scores or results are to be taken/forwarded through the Rear Commodore. Sailors are not to contact the Scorer directly about any issues.
- The Scorer's role may be a separate role to the Co-ordinators role or combined with it depending on the individual/s involved