

# General Committee

## Commodore

- Relationships with YV & YA
- Relationships with local clubs, Council, Govt.
- Strategy for club success

### Youth Club Captain(s)

- Supported by a Youth Co-ordinator who may or may not be a Director

### Paid staff

## Vice Commodore

- Daily club operations
- Major events
- Chair Operations Committee

### Operations Committee

- Integrated club program
- On-water policies
- Purchase & use of club boats

### Training Committee

- All sail & volunteer training

### Sailing for Schools Manager

## Rear Commodore

- Membership Services
- On shore facilities
- ICT facilities

### Social Committee

### Canteen Manager

### Canteen Providedore

### Bar Manager

### Yard Master

### House Manager

## Secretary

- Statutory reporting
- AGM admin.
- General Committee admin.
- Formal correspondence

## Treasurer & Business Ops

- Budgeting
- Accounting
- Financial reporting
- Membership records & processing

### Accounting Manager

### Membership Manager

## Participation & Comms.

- Marketing
- New Members
- Volunteer management
- Sponsorship
- Web-site content
- Social media
- Newsletter

### Newsletter Editor

## Club Captain

- Chair Sailing Committee
- All on-water activities per Constitution

### Sailing Committee

## 0 – 2 Appointed Directors

# Sailing Committee

## Composition

9 Elected Members

1 Year Term

0-3 Appointed Representatives

Up to 1 year

### All Members

- Promote competitive and recreation sailing at McCrae Club to members, potential members and prospective Regatta Associations.
- Attend all meetings and participate productively.
- Fulfil their delegated roles/tasks and commitments to the Sailing Committee as agreed, including attending meetings and following through on agreed actions in a timely manner.
- Work to ensure the overall key duties of the Sailing Committee are fulfilled.
- Lead by example in their own sailing conduct.

### Club Captain

- To chair Sailing Committee meetings
- Management of Sailing Committee
- Overall management of club sailing activities
- Overall management of club's sailing related infrastructure
- Act as liaison between the General Committee and Sailing Committee
- Encourage all members to participate in sailing activities
- Promote McCrae Yacht Club as a venue for sailing championships/events
- Liaise with other clubs and associations and peak bodies as necessary

### Bosun

- Coordinate all patrol boat, tractor and shed related issues.
- Liaise with maintenance volunteers and relevant Committees including Training Centre.
- Develop, recommend and (when approved) implement longer term asset management plans.

### Results/ Handicapper

- Liaise with Sailing Committee regarding the most appropriate approach for recording and managing race results
- Ensure race management software meets the needs of the Sailing Committee.
- Provide training and support to race management staff in the ongoing use of software.
- Adjust handicaps throughout season

### Patrol Boat Staffing

- Develop an agreed approach with Sailing Committee regarding the ongoing resourcing of skippers and crews for all patrol boats.
- Ensure the list of 'approved patrol boat skippers' is kept up to date and that Tower Staff and Race Officers are aware of who is on the list.
- Engage with patrol boat volunteers to ensure resources are allocated in the most effective way.
- Communicate with Tower Staff regarding current Patrol Boat operation guidelines.
- Support Race Officers in the identification of appropriate Patrol Boat staff when required.

### Fuel

- Coordinate the restocking of fuel through the sailing season.

### Youth Coordinator

- Support and encourage youth sailing at the Club through the provision and promotion of youth focussed sailing events.
- Provide mentoring and support to the Youth Club Captain in their role of representing youth interests in the club – both sailing and social.

### Trophies

- Recommend style of monthly, encouragement and end of season trophies to Sailing Committee within cost constraints of annual trophy budget.
- Organise all trophies for the year with local supplier and ensure perpetual trophies are engraved in time for Presentation Night.
- Ensure perpetual trophies are returned to the club by mid-season for display.
- Organise the presentation of trophies at the end of each month or series as per club program.
- Coordinate the run sheet for presentations at Presentation Night.
- Coordinate trophy requirements with the Principle Race Officer of major regattas.

## Duties of Sailing Committee

There must be a Sailing Committee, which shall be responsible for:

- (a) the preparation of the Sailing programme for each season and the conduct of races, events and regattas listed therein;
- (b) the provision and maintenance of race equipment subject to the provision of funds by the General Committee;
- (c) the making of rules and regulations for the conduct of yacht races and regattas included in the Club programme; and
- (d) the co-opting of any person or persons either as an individual or subcommittee to assist it in carrying out its objectives or to further any of the Purposes

## Position & Committee Outlines

### **Operations Committee**

- Annual development of the club activity program
- Delivery of major events
- Purchase and use of club power and sail boats

### **Social Committee**

- Create a social environment
- Opening day in consultation with Commodore
- Presentation night in consultation with Club Captain
- Make new members feel welcome

### **Social Committee Chair**

- Schedule Social Committee Meetings for the season
- Chair the Social Committee meetings

### **Youth Club Captain(s)**

- Chair or Co Chair Youth Committee
- Point of contact for club's youth members
- Lead with planning, organising and delivery of youth activities

### **Training Centre Principal**

- Provide an integrated sailing training & coaching curriculum
- Provide training facilities
- Provide training for volunteers activities

### **Sailing for Schools Manager**

- Promote program to schools to broaden students who experience sailing and water safety activities
- Liaise with clients on all aspects of their visit
- Arrange for qualified staff to run programs
- Liaise with Training Centre regarding equipment

### **Canteen Manager**

- Arrange for canteen to be opened on programmed club days
- Local Government food handling laws are complied with
- Maintain stock levels in conjunction with Canteen Provodore

### **Bar Manager**

- Maintain the Club's Good Sporting Club's accreditation
- Comply with Liquor Licence requirements
- Maintain the Bar stock & refrigerators

### **Yard Master**

- Allocate boat storage places
- Manage boats where no current store fee has been paid
- Appoint assistants

### **House Manager**

- General care & maintain of buildings
- Report and make recommendations on building works
- Responsibility 3

### **Accounting Manager**

- Ensure accounting system data is accurately and timely maintained
- Follow reasonable direction of the Treasurer
- Assist with the preparation of financial reports as required

### **Membership Manager**

- Renewal of memberships (receiving & processing)
- Process new memberships
- Membership database management

### **Newsletter Editor**

- Call for articles & sponsorships advertisements
- Confirm number of editions to be published
- Oversee delivery of agreed editions

### **Canteen Provodore**

- Work with Canteen Manager to stock canteen on programmed club days
- Work with Canteen Manager to purchase and source stock
- Provide receipts for purchasers on club credit card to Accounting Manager within 14 days of end of month