



# McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

Postal Address: P.O. Box 20, McCrae, Vic. 3938  
690 Point Nepean Road, McCrae, Vic. 3938  
Club House Telephone: (03) 5986 1361

## Position Description - Training Centre Administrator

### Overall Roles and Responsibilities

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The Administrator role provides for the overall administration of the Training Centre and its operations.

### Reporting

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This position reports to the General Committee via the Vice Commodore.

### Responsibilities

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The specific responsibilities of the Administrator position include:

1. Provide administrative support for all aspects of the Training Centre and its operations
2. Ensure all students are enrolled in courses using the required Yachting Australia on-line system

### Authority to Act

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The General Committee has delegated the following authorities to this position:

- Maintain accreditation as a Yachting Australia Discover Sailing Centre by complying with the relevant standards and guidelines.
- Ensure that training programs are only delivered by a Yachting Australia qualified instructor endorsed to deliver that program and course.

- Appoint and manage the Club Coach

## Reports

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The following positions report to the Training Centre Principal

- Club Coach
- Sailing for Schools Manager
- Paid Staff

## Appointment Process

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Each year, at the time the General Committee publish the notice of Annual General Meeting, the General Committee will publish an Expression of Interest for appointment to the position of Training Centre Principal.

At the first meeting of the General Committee following the AGM, the General Committee will:

- consider the members who have expressed an interest in being appointed to the position
- appoint that member who the General Committee considers most appropriate to serve in the position
- publish the name of the member appointed to the position

If a casual vacancy occurs or no members submitted an EOI then the General Committee can seek further EOI's for appointment to this position.

At any time the General Committee can remove the member appointed to this position by following the steps detailed below:

- receive a written report from a Director that articulates the reasons to consider removing the member from the role
- provide all Directors with one week's notice of meeting with an agenda that includes the report
- the motion to remove the member must be supported by a minimum of five Directors